



DEPARTMENT OF THE NAVY

COMMANDER NAVAL RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5046

COMNAVRESFORINST 3060.5A
N5

3 APR 2000

COMNAVRESFOR INSTRUCTION 3060.5A

Subj: COMMANDER, NAVAL RESERVE FORCE MANPOWER MOBILIZATION SUPPORT PLAN
(COMNAVRESFOR MMSP)

Ref: (a) OPNAVINST S3061.1E (NOTAL)
(b) CJCSINST 3110.01C (JSCP FY 98)
(c) OPNAVINST 3060.7A
(d) BUPERINST 1001.39C
(e) COMNAVRESFORINST 1001.5C
(f) MILPERSMAN

Encl: (1) COMNAVRESFOR MMSP

1. Scope. The COMNAVRESFOR MMSP is the Naval Reserve document that supports references (a) and (b). The MMSP provides the Naval Reserve with mobilization policy, guidance, responsibilities, and procedures. It should be used with reference (c) and is consistent with the intent and procedures of references (d) and (e). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 3060.5 and the following reports: COMNAVRESFOR 3062-4, 3062-5, 3062-7, and 3062-8.

3. Background. The Naval Reserve is the primary source of units and personnel to expand the Navy beyond its active force capability. The extent of expansion will depend upon the nature of the contingency and may range from selective activation/mobilization of a few individuals to a total mobilization. COMNAVRESFOR, at the direction of Chief of Naval Operations (CNO), is responsible for managing the Selected Reserve (SELRES) and implementing procedures for the activation/mobilization of the Naval Reserve Force.

4. Information. References are listed in appendix L and at the top of each section and appendix throughout this MMSP.

5. Summary of Changes. This instruction has been completely restructured from previous editions. It incorporates the use of Navy Mobilization Processing Sites (NMPS) and describes the two stage recall process: Activation at the Naval Reserve Activity (NRA) and mobilization at the NMPS. It emphasizes preactivation/mobilization planning and preparation, and walks through the steps to be taken for activation and deactivation. This MMSP must be used with the Navy Manpower Mobilization Guide (see reference c).

6. Action.

a. The COMNAVRESFOR MMSP requires echelon III commands to develop implementing directives and provide additional activation/mobilization guidance to subordinate commands. Echelon IV commands and below will use this document as a guide for activation and deactivation. Rather than parroting this instruction, echelon IV and lower commands must tailor their

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own instruction with command-specific information. Tabs should be added and filed to the appropriate sections and appendixes of this instruction.

b. Addressees who no longer require this publication or who require a change in distribution should advise COMNAVRESFOR (N32).

7. Reports and Forms

a. The following reports are required by this instruction per reference (f).

(1) BUPERS 1600-3; Enlisted Declaration of Absentee/Desertion; requirement contained in Appendix K.

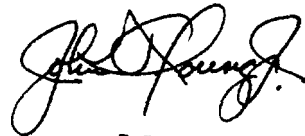
(2) BUPERS 1611-7; Officer Declaration of Absentee/Desertion; requirement contained in Appendix K.

b. The following reports are required by this instruction and are valid for only 3 years from the issue date of this instruction:

(a) COMNAVRESFOR report symbol 3062-9 mentioned in paragraph 4a of appendix A to enclosure (1).

(b) COMNAVRESFOR report symbol 3062-11 mentioned in paragraph 4b of appendix A to enclosure (1).

c. NAVRES 3062/1 (10-92); Commissioned/Augment Unit Mobilization Transportation Request (see tab A to appendix F). COMNAVRESFOR has authorized local reproduction for mobilization usage.



J. W. YOUNG, JR.
Chief of Staff

Distribution:

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SECTION 1INPRODUCTION

Ref: (a) Joint Strategic Capabilities Plan (JSCP) FY 98
(b) OPNAVINST S3061.1E
(c) OPNAVINST 3060.7A

1. Mission of the naval Reserve. The mission of the Naval Reserve is to provide qualified personnel to support active forces in peacetime, war, national emergency, or as national security requires.

2. Purpose. The MMSP provides the Naval Reserve with activation/mobilization policy and guidance, responsibilities, and procedures to support the Naval Reserve mission.

a. The COMNAVRESFOR MMSP provides planning policy and guidance for COMNAVRESFOR activities. It supports logistics and administrative planning for an orderly transition from peacetime to national emergency or wartime operations. This plan is not the authority to execute the operations or deployments described herein.

b. The MMSP assigns responsibilities to COMNAVRESFOR activities to activate/mobilize SELRES. Specifically, it addresses the interrelated mobilization tasks of Naval Reserve echelon III, IV, and V commands.

c. The MMSP provides preactivation, activation/mobilization, and demobilization/deactivation procedures. It also provides procedures for Mobilization Exercises (MOBEXs).

3. Mobilization Responsibility. COMNAVRESFOR, at the direction of CNO, is responsible for managing the Naval Reserve and implementing procedures contained within this MMSP. Mobilization will be dependent on the scenario and the requirement to support the cognizant Commanders in Chief (CINC).

4. Review and Comments

a. This MMSP will be reviewed on a continuing basis and updated biennially following updates to references (a) through (c).

b. COMNAVRESFOR invites constructive comments and recommendations from activities that prepare MMSPs and from those commands that use this instruction for reference. Ideas to improve the content and organization should be addressed to COMNAVRESFOR (N32), 4400 Dauphine Street, New Orleans, LA 70146-5046, via the chain of command.

5. Effective Date. The COMNAVRESFOR MMSP is effective upon receipt for planning purposes and for carrying out preactivation/mobilization requirements. It does not become effective for initiating activation/mobilization procedures until directed by COMNAVRESFOR or higher authority.

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SECTION 2MANPOWER MOBILIZATION

Ref: (a) Title 10
(b) OPNAVINST S3061.1E (NOTAL)
(c) OPNAVINST 3060.7A
(d) COMNAVRESFORINST 3060.7
(e) NWP 1-03.3

1. Introduction. In general terms, mobilization is the process of bringing the Armed Services to a state of readiness for operational missions, contingency operations, national emergencies, or war. Many view mobilization as a massive single event for organizing personnel and material resources to respond to a sudden national emergency. Mobilization is NOT an event. It is a process that begins with careful, comprehensive, and continual peacetime planning implemented in a series of flexible steps to assure maximum readiness to effectively meet any situation.

2. Reserve Component. The mission of the Reserve Component is to provide qualified personnel to support the active forces in peacetime, war, national emergency, or as national security requires. The United States (U.S.) maintains forces sufficient to meet increased defense needs in the Reserve Component. The capability of the U.S. to expand its active force rapidly and efficiently through mobilization of the Reserve Component is essential in deterring potential enemies and reassuring our allies. The Reserve Component must be capable of mobilizing in the required time, at the required place, and in a state of readiness to meet commitments.

3. Mobilization Requirements. As the operational tempo increases from peacetime to crisis or national emergency, various levels of involuntary manpower mobilization may take place to provide the military capabilities required (see figure 2-1 of this section). Mobilization levels are fully described in references (a) through (c). The following is an overview of mobilization levels:

a. Presidential Selected Reserve Call-up (PSRC) authority may be implemented for temporary support of active components for any operational mission without declaring a national emergency. The President has the authority to recall up to 200,000 Reserve personnel for not more than 270 days.

b. Selective Mobilization may be implemented to support domestic emergencies, such as postal assistance due to work stoppage or strike. It normally would not be associated with requirements for contingency plans involving external threats to the national security.

c. Partial Mobilization may be necessary in support of limited war requirements. For these situations, mobilization manpower requirements will be met by selective implementation of those contingency plans in effect. The extent of such mobilization will be governed by the particular augmentation required by the situation.

d. Full Mobilization involves mobilizing all resources in the approved Navy force structure. It includes the SELRES, Inactive Ready Reserve (IRR), Fleet Reserve, retirees, and other support resources.

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e. Total Mobilization encompasses mobilization beyond the existing Navy force structure and the national resources to sustain such forces. This would include ramping-up industry and conscripting personnel into the armed forces .

FORCE ACTIVATION OPTIONS CHART

MOBILIZATION AUTHORITIES					
PUBLIC LAW	MOB LEVEL	INVOKED BY	REASON	APPLICABLE	LIMITATIONS
10 USC 12301 (a)	PSRC	President	External Threat	SELRES/IMA	200, 000 270 Days
10 USC 6485 (a) (2)	Selective	President/ Congress	Domestic Emergency	SELRES or IRR	Duration
10 USC 12302	Partial	president/ Congress	External Threat to National Security	Ready Reserve (SELRES/IMA/ IRR)	1,000,000 24 Months
10 USC 6485	Full	Congress and President	External Threat to National Security	Fleet Reserve IRR, Ready Reserve	Duration plus 6 Months
10 USC 12301 (a)	Total	Congress	War, National Emergency	Beyond existing force structure	Duration plus 6 Months

OTHER MOBILIZATION AUTHORITIES					
PUBLIC LAW	MOB LEVEL	INVOKED BY	REASON	APPLICABLE	LIMITATIONS
10 USC 688	Selective	SECNAV	National Defense Interest	Retired members of the Navy with 20 years of active duty and Fleet Reserve	None
10 USC 12301 (b)	Selective	SECNAV	No Purpose Specified	Ready Reserve	15 days

FIGURE 2-1

4. Mobilization Overview

a. When a crisis develops, the sequence of events shown in figure 2-2 of this section takes place:

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(1) The CINC Unified Commander of the affected geographic region notifies the Chairman of the Joint Chiefs of Staff (CJCS) after consolidating and validating gaining command requirements identified in the Time Phased Force Deployment Data (TPFDD).

(2) As the principal military advisor to the President, CJCS coordinates with the CINCs and the National Command Authorities (NCA), composed of the President and Secretary of Defense (SECDEF), to select a course of action. These requirements are derived from an existing Operation Plan (OPLAN) or will be planned and executed under crisis action procedures. Force requirements (including active and Reserve combat, combat support, and combat service support forces) required to execute the approved plan must be determined.

(3) The size of the force requirements will determine the method used to provide the force. This may be limited to Reserve volunteers or may require involuntary Reserve recall or mobilization.

(4) Navy unit and individual requirements are forwarded by the CINCs, Navy component commanders, and sponsors to the CNO.

(5) Navy requirements are coordinated with the Director for Logistics, Joint Staff (J-4), the staff proponent for mobilization on the JCS. J-4 consolidates all services Reserve requirements and forwards them to CJCS. CJCS informs the NCA of service requirements.

(6) Once the NCA has determined that involuntary activation is required, the President may invoke an appropriate force augmentation authority. Partial mobilization and higher requires the declaration of a National Emergency.

(7) In an Executive Order involving PSRC, the President authorizes SECDEF to initiate a call-up. SECDEF allocates a portion of the authorized personnel for call-up to each of the Service Secretaries based on Reserve Force requirement projections. The Executive Order also allows the Secretary of Transportation to activate Coast Guard personnel, unless the Coast Guard is operating as a service within the Department of the Navy (DON).

(8) The supported CINC converts the approved force requirements into an Operation Order (OPORD) reviews force and unit-related support requirements, resolves shortfalls and limitations, notifies the Joint Planning and Execution Community (JPEC) that force requirements are ready for sourcing, and publishes the TPFDD Letter of Instruction (LOI).

(9) For Outside the Continental U.S. (OUTCONUS) travel, Transportation Command (USTRANSCOM) furnishes air, land, and sea transportation to support the OPORD by applying transportation assets against the transportation requirements identified by the supported commander. Air and sea channels for movement of nonunit sustainment and personnel are established, and schedules for air and sea are created. USTRANSCOM components validate transportation movements planned for the first increment, adjust deployment flow and reschedule as required, and continue to develop transportation schedules for subsequent increments. Naval Personnel Transportation Office (NAVPTO) provides transportation within the Continental U.S. (CONUS).

(10) Secretary of the Navy (SECNAV) will delegate the Reserve call-up/mobilization authority to the CNO for execution.

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b. CNO, Plans, Policy, and Operations (N3/N5) executes the authorized call-up/mobilization.

(1) CNO (N3/N5) reviews CINC-validated requirements for priority, policy, and appropriate assets. CNO (N3/N5) coordinates with CNO, Manpower and Personnel (N1) and Commandant of the Marine Corps (CMC) to decide how to meet Naval requirements (active Navy, SELRES, civilian, IRR (Individual Ready Reserve), Standby Reserve, Fleet Reserve, or retired personnel manpower).

(2) CNO (N1), CNO (N3/N5), Bureau of Medicine and Surgery (BUMED), and CMC coordinate to determine Navy medical augmentation requirements for Marine Corps ground and air units, gunfire liaison personnel, chaplains, religious specialists, and other augmentation requirements.

(3) CNO (N3/N5) receives and acts on incoming requests for involuntary Reserve recall/mobilization. CNO (N3/N5) coordinates with CINCs, Navy component commanders and sponsors as necessary to validate, integrate, and prioritize the requirements.

(4) CNO (N3/N5), with the Director of Naval Reserve (CNO (N095)) assistance, will transmit the SELRES requirements to COMNAVRESFOR.

(5) If a recall authorization higher than PSRC is invoked and the requirements cannot be met with the SELRES, requirements will be forwarded by CNO (N3/N5) to CNO (N1) to be filled by Pretrained Individual Manpower (PIM) assets. CNO (N1) (who is also CHNAVPERS (Chief of Naval Personnel)) will transmit the PIM requirements via Naval Personnel Command (NAVPERSCOM) to Naval Reserve Personnel Center (NAVRESPERCEN) to identify and activate qualified personnel to fill the requirements.

(6) NAVPERSCOM will issue personnel and orderwriting policy and accounting data to COMNAVRESFOR and NAVRESPERCEN, and initiate preparation of Navy Mobilization Processing Sites (NMPSSs) to conduct mobilization processing.

c. Upon receipt of a mobilization alert or mobilization execution order, commands and units execute mobilization plans.

d. Within the Navy, NMPSSs will mobilize inactive duty military personnel, Department of Defense (DoD) civilian, or other personnel as directed. Information on NMPSSs and specific processing steps for mobilizing Reservists and PIM are in reference (c).

5. Command Responsibilities for Personnel Activation/Mobilization. When directed by higher authority, all commands having activation/mobilization responsibilities will carry them out per current directives and amplifying instructions issued with the activation/mobilization order.

a. CNO. Issues the directive for activation/mobilization of the Naval Reserve to appropriate echelons of command.

b. CHNAVPERS

(1) Executes the NAVPERSCOM MMSP and supports CNO implementing directives.

(2) Publishes order preparation and issuing guidance for COMNAVRESFOR.

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SELECTED RESERVE MOBILIZATION PROCESS

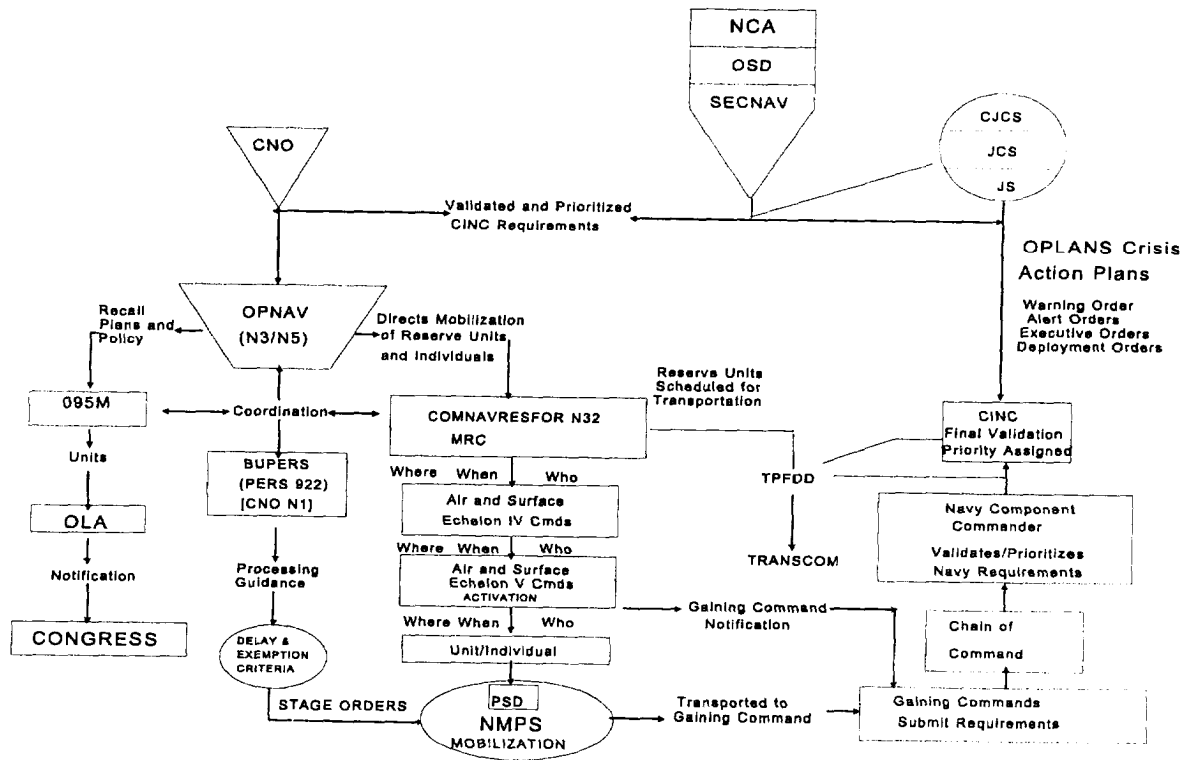


FIGURE 2-2

(3) Controls and coordinates active duty and mobilized personnel distribution.

(4) Publishes delay, stop/loss, exemption criteria, and screening procedures.

c. COMNAVRESFOR

(1) Executes the COMNAVRESFOR MMSP. Freezes billets of personnel identified for activation/mobilization. Disallows transfers to the IRR. Note: Processing of new accessions will not be disturbed.

(2) Activates the COMNAVRESFOR Activation/Mobilization Response Cell.

(3) Reviews Automatic Data Processing (ADP) system resources and makes initial recommendations.

(4) Notifies the cognizant echelon III and IV commands upon receipt of information designating units, parts of units, or individuals to be mobilized.

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(5) Directs, coordinates, and monitors the activation/mobilization of SELRES personnel and units in response to activation/mobilization directives issued by CNO and orderwriting guidance provided by NAVPERSCOM.

(6) Directs subordinate commands to review their implementing directives and MMSPs.

(7) COMNAVRESFOR, Manpower and Personnel (N1) implements delay and exemption policy issued by CNO (N1).

(8) Creates pending officer and enlisted records under the Advanced Data Staging (ADS) concept that will be Source Data System (SDS) accessible by supporting Personnel Support Detachments (PERSUPPDET).

(9) Ensures NRAs and unit Commanding Officers (COs) are prepared to initiate alert, notification, and activation/mobilization procedures quickly by conducting periodic tests or exercises.

d. COMNAVRESFOR Echelon III Commands

(1) Execute the COMNAVRESFOR MMSP and direct subordinate commands to implement their MMSPs.

(2) Provide support to OPNAV and COMNAVRESFOR activation/mobilization planners as directed. This may require identification of Reserve personnel to fill activation/mobilization requirements.

(3) Provide assistance and guidance to COMNAVRESFOR echelon IV commands under their cognizance and the operational chain of command for commissioned units.

e. COMNAVRESFOR Echelon IV Commands

(1) Execute the MMSP and directives from higher authority.

(2) Upon receipt of information designating units, parts of units, or individuals to be mobilized, notifies affected NRAs using Reserve Training Support System (RTSS)/Reserve Standard Training Administration and Readiness Support (RSTARS)/Navy Integrated Personnel System (NSIPS), electronic mail, electronic Bulletin Board System (BBS) phone, STU-III, or fax as appropriate. COMNAVRESFOR (N32) will provide dual notification to echelon IV and V commands via AUTODIN message. Echelon IV commands ensure subordinate commands are notified.

(3) Provide assistance and guidance to NRAs and commissioned units under their cognizance, including Naval Reserve Force (NRF) units within their region.

(4) Supervise and monitor activation/mobilization process of NRAs and units under their cognizance.

(5) Establish reporting procedures for NRAs under their cognizance and NRF units within their region, Ensure subordinate commands are updating Individual Mobilization Status (IMS) Codes via RSTARS per reference (d).

(6) If assigned responsibility as Senior Reserve Advisor (SRA) to the Local Area Coordinator for Mobilization (LACMOB), execute those duties per reference (c).

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f. Commands having area coordination responsibility will execute their MMSP, as appropriate, to support CNO activation/mobilization directives.

g. Per CNO, Overseas Commanders (OUTCONUS Naval District Commandants and certain Fleet and Force Commanders) assume responsibility and authority for the activation/mobilization processing of SELRES residing within the limits of their respective areas.

h. NRF ships, units, and staffs will be assisted by cognizant COMNAVRESFOR echelon IV and V commands. Upon notice of a mobilization directive, NRF units will ensure that personnel and medical records of the SELRES portion of their crews are forwarded to the cognizant NRA. The NRA will activate these personnel. Once activated, they will mobilize via the NMPS before reaching the homeport of the ship or, as directed by the Fleet CINC, to a specific Point of Embarkation (POE) for further transfer to a deployed ship.

i. COMNAVRESFOR Echelon V Commands

(1) Initiate alert and/or notification procedures.

(2) Execute local MMSP.

(3) Perform personnel activation procedures for recalled personnel under their cognizance, to include the SELRES portion of NRF units.

(4) Issue orders and arrange transportation to NMPS for mobilized SELRES under their cognizance.

(5) Report activation data as directed by their echelon IV command.

(6) Maintain and update recall bill for active duty support personnel per appendix J of this instruction and provide a copy to the Immediate Senior in the Chain of Command (ISIC).

j. COs/Officers in Charge of SELRES Units

(1) Carry out telephone recall bill notification when directed.

(2) Report change of status for commissioned units per reference (e).

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SECTION 3MOBILIZATION ORGANIZATION

Ref: (a) OPNAVINST 3060.7A

1. Command Relationships. Command relationships must be clear and understandable to ensure proper execution and coordination of logistic and administrative support tasks. Section II of reference (a) provides amplifying information concerning mobilization command structure and responsibilities. COMNAVRESFOR echelon IV and V commands will complete tab A to this section to ensure command relationships are understood by all personnel.

2. COMNAVRESFOR Command Structure

a. Echelon II Commands. Commander, Naval Facilities Engineering Command (COMNAVFAECENGCOM) is under the operational control of CNO and the administrative direction of COMNAVRESFOR for mobilization purposes.

b. Echelon III Commands

(1) COMNAVRESFOR Echelon III Commands

(a) Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR)

(b) Commander, Naval Air Reserve Force (COMNAVAIRESFOR)

(c) Naval Reserve Recruiting Command (NAVRESCUITCOM)

(d) Human Resources Office (HRO) New Orleans, Louisiana

(e) Naval Reserve Professional Development Center
(NAVRESPRODEVcEN)

(f) Naval Reserve Information Systems Office (NAVRESINFOSYSOFF)

(2) Naval Construction Brigades (NCBs) are under the operational control of Fleet CINCs and the administrative direction of COMNAVRESFOR for mobilization purposes.

c. Echelon IV Commands

(1) COMNAVRESFOR Echelon IV Commands

(a) Commander, Naval Reserve Readiness Commands
(COMNAVRESREDCOMs)

(b) Commander, Naval Reserve Intelligence Command (CNRIC)

(c) Naval Air Stations (NASs) and NAS Joint Reserve Bases (JRBs)

(d) Naval Air Logistics Office (NAVAIRLOGOFF)

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- (e) Naval Air Facilities (NAFs)
- (f) Naval Air Reserve (NAVAIRES)
- (g) Naval Reserve Air Wings (RESAIRWINGS)
- (h) Reserve Antisubmarine Warfare Training Center (RESASWTRACEN)
- (i) Naval Reserve Fleet Hospitals (NRFLTHOSPs)
- (j) Commander, Naval Expeditionary Logistics Support Force
(COMELSF)
- (k) Naval Support Activity (NAVSUPPACT), New Orleans, Louisiana

(2) Echelon IV commands under the operational control of Fleet CINCs and the administrative direction of COMNAVRESFOR for mobilization purposes.

- (a) Commander, Naval Surface Group Six (COMNAVSURFGRU SIX)
- (b) Commander, Naval Inshore Undersea Warfare Group ONE
(COMNAVIUWGRU ONE)
- (c) Commander, Naval Inshore Undersea Warfare Group TWO
(COMNAVIUWGRU TWO)
- (d) Commander, Naval Coastal Warfare Group ONE
- (e) Commander, Naval Coastal Warfare Group TWO
- (f) Commander, Inshore Boat Squadron ONE
- (g) Commander, Destroyer Squadron ONE
- (h) Commander, Destroyer Squadron SIX
- (i) Naval Construction Regiments (NCRS)

d. Echelon V Commands

- (1) COMNAVRESFOR Echelon V Commands
 - (a) Naval and Marine Corps Reserve Centers (NAVMARCORESCENS)
 - (b) Naval Reserve Centers (NAVRESCEN)
 - (c) Naval Reserve Cargo Handling Battalions (NRCHBs)
 - (d) Naval Air Reserve Centers (NAVAIRESCENS)

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(e) Naval Reserve Facilities (NAVRESFACs)

(f) Naval Reserve Maintenance Training Facilities (NRMTFs)

(2) Echelon V commands under the operational control of Fleet CINCs and the administrative direction of COMNAVRESFOR for mobilization purposes.

(a) Reserve Force Squadrons (RESFORONs)

(b) Reserve Surface Ships

(c) Mobile Inshore Undersea Warfare (MIUWs) Units

(d) Naval Facilities Engineering Command Augment Units

(e) Naval Reserve Contingency Engineer Units

(f) Naval Mobile Construction Battalions (NMCBs), Naval Construction Force Support Units (NCFSUs), Construction Battalion Maintenance Units (CBMUs), and Construction Battalion Unit (CBU) augments.

e. Echelon VI. Naval Reserve Air and Surface drilling units other than the above.

TAB A TO SECTION 3

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ECHELON IV/V COMMAND STRUCTURE

1. The following defines the command structure by echelon:

- a. Echelon II: COMNAVRESFOR
- b. Echelon III: COMNAVSURFRESFOR or COMNAVAIRESFOR
- c. Echelon IV: (List echelon IV command from paragraph 2c on page 3-1.)
- d. Echelon V: (echelon IV commands list echelon V commands, NAVRESCEN, NAVMARCORESCEN, NAVAIRESCENS, NAVRESFACs, also list other co-located echelon V commands, such as MIUWs and Seabee units located at your center, Echelon V commands list NRA name.)

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SECTION 4DEVELOPMENT OF MMSPs

Ref: (a) OPNAVINST 3060.7A

1. Purpose. This MMSP should be maintained with the Navy Manpower Mobilization Guide, reference (a). Together they provide policy and guidance, responsibilities, and procedures for the mobilization of Naval Reserve units or personnel. Specifically, this MMSP provides for the augmentation of the active forces through mobilization of Naval Reserve units or individuals under conditions of peacetime, war, national emergencies, or as national security requires. This plan is not the authority to execute the operations or deployments described herein.

a. OPLAN Independent. MMSPs should be OPLAN independent and are expected to address overall logistic and administrative requirements to support the preparing command's mobilization of cognizant Naval Reserve units. MMSPs should be prepared with the expectation of total mobilization with flexibility to execute all lesser mobilization scenarios.

b. Operations Security (OPSEC) Considerations. When developing MMSPs, OPSEC considerations must be addressed. Personnel must be sensitized to the vulnerabilities inherent with mobilization. Standard communication patterns and stereotyped procedures have historically been the source of valuable information. These sources, outside the purview of the more traditional security disciplines, are often overlooked as potential security breaches.

2. Effective Date. The COMNAVRESFOR MMSP is effective upon receipt for planning purposes and for implementing premobilization requirements. The COMNAVRESFOR MMSP becomes effective for mobilization implementation when directed by COMNAVRESFOR or other competent authority.

3. Subordinate Command Responsibilities. All Naval Reserve commands will support the mobilization policy, guidance, responsibilities, and procedures per this instruction.

a. Echelon III Commands. Echelon III commands are not required to develop an MMSP. However, they are required to develop implementing directives to provide additional mobilization guidance for subordinate commands. These implementing directives should supplement and not duplicate information contained in the COMNAVRESFOR MMSP. Additionally, echelon III commands will maintain copies of their subordinate echelon IV commands' specific tabs developed to augment the COMNAVRESFOR MMSP. Echelon III commands will ensure their echelon IV commands comply during command assessments.

b. Echelon IV and V Commands. Echelon IV and V commands will develop MMSPs in consonance with their higher echelon implementing directive or plan. MMSPs will be prepared within 60 days from issuing an implementing directive or MMSP of the ISIC. The adequacy and completeness of mobilization and logistics planning will be reviewed as part of command assessments. Additionally, echelon IV commands will review and maintain copies of their subordinate echelon V MMSPs.

4. MMSP Review. The ISIC is designated as the reviewing authority for subsidiary plans. MMSPs prepared by echelon IV and V commands should be updated continuously, but not less than annually.

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5. Development of Subsidiary MMSPs

a. Subsidiary MMSPs should serve the unique needs of the preparing activity. Given the disparate role preparing commands play in the logistic and administrative support of mobilized Reservists, it is neither feasible nor desirable to issue specific requirements for content of all MMSPs. Discretion should be given to subordinate commands to omit sections that clearly would not be relevant or useful, and include additional sections needed to answer key mobilization planning questions. The test for MMSP acceptability must be the following: "Have the following key mobilization questions been answered?"

- (1) What is to be done?
- (2) How is it to be done?
- (3) Where is it to be done?
- (4) Who is to do it?
- (5) What resources (personnel, facilities, supplies) are available and what additional resources are needed?
- (6) When are these actions to commence?
- (7) What will be the governing conditions at the time?

b. Development of a local MMSP should not involve duplication of information, guidance, or procedures already in this instruction. The intent is for lower echelons to use reference (a) and the COMNAVRESFOR MMSP (in conjunction with higher echelon implementing directive/MMSP) as the foundation for their subsidiary MMSP. Commands should supplement both with appropriate sections, tabs, or attachments detailing the command's specific capabilities, procedures, and equipment. Several tabs are provided in this instruction to assist in the development of local plans. The resulting MMSP should serve the unique needs of the preparing activity.

c. Each command will maintain the Navy Manpower Mobilization Guide, the COMNAVRESFOR MMSP, incorporated higher echelon plans, and locally prepared subsidiary plans to be followed during actual mobilization or mobilization exercises. While duplication of higher echelon MMSPs should be avoided, command specific information must be adequate to cover all activation and deactivation procedures. The major portion of the subsidiary plan will be a series of detailed appendixes and tabs identifying requirements to accomplish mobilization and resources necessary to address shortfalls in current capabilities. At a minimum, the following topics should be addressed:

- (1) Mobilization Organization (command structure, command relations, and responsibilities)
- (2) Preactivation/Mobilization Planning
- (3) NRA Activation Procedures (implementation, tasks, responsibilities, and reporting requirements)
- (4) NRA Deactivation Procedures (planning and processes)

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(5) Facilities (policy, disposition of facilities, and facilities security)

(6) Supply and Logistics (supply, transportation, messing and berthing)

(7) Medical and Dental Support (services and requirements)

(8) Transportation (policy, transportation procedures for units, parts of units, and individuals)

(9) Public Affairs (policy and guidance)

(10) Family Support Services (Ombudsman responsibilities and Family Support Transition Program responsibilities)

(11) Communications (equipment, methods, planning, training)

(12) Telephone Recall Bill Procedures (responsibilities and procedures)

(13) Mobilization Training and Exercises (requirements, planning, implementation, and reporting)

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SECTION 5PREACTIVATION/MOBILIZATION PLANNING

Ref: (a) SECNAVINST 1001.10F
(b) BUPERSINST 1001.39C
(c) NAVMED P-117
(d) COMNAVRESFOR P4000.1
(e) OPNAVINST 6110.1E
(f) COMNAVRESFORINST 3060.7
(g) Mission: Readiness. A Personal and Family Guide for National Guard and Reserve Members
(h) SECNAVINST 5211.5D

1. General. Total force policy requires that the Naval Reserve consists of members who will be immediately available for active service for war, national emergency, or when otherwise authorized by law. Members must be available for immediate recall to active duty upon activation/mobilization.

2. Screening. Screening of the Naval Reserve is the first step of mobilization planning. Laws and directives require continual screening to ensure that there will be no significant attrition if activation/mobilization occurs. It ensures members who have critical civilian skills and who, if activated, would result in extreme personal or community hardship are not retained in the Naval Reserve. Each SELRES will be screened at least annually per references (a) through (c) to determine the member's continuing activation/mobilization potential. The COs of SELRES units and NRAs will be responsible for the annual screening of personnel. Appendix B of this instruction contains screening procedures.

3. Preactivation/Mobilization Procedures. Figure 5-1 of this section lists preactivation tasks and the command responsible for performing those tasks. Tasks depicted in the figure match the actions listed below:

- a. Screen assigned personnel per references (a) through (c).
- b. Maintain personnel and medical records.
- c. Appoint a Special Cases Board (SCB) consisting of three officers, including SELRES, for processing delay and exemption requests.
- d. Train personnel for efficient accomplishment of activation/mobilization processing functions.
- e. Maintain sufficient forms and equipment for activation of assigned SELRES.
- f. Ensure SELRES have sufficient clothing in their possession to meet the minimum requirements per reference (d).
- g. Ensure personnel have Identification (ID) tags (dog tags)
- h. Ensure personnel meet physical requirements per reference (e).
- i. Identify facilities for berthing, messing, medical, and local transportation of assigned personnel for activation/mobilization purposes.

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j. Ensure Alert Conditions (LERTCONS) and activation/mobilization telephone notification procedures can be implemented when required. Train personnel in the use of secure telephone procedures.

k. Develop and maintain an implementing directive (echelon III) or a local MMSP.

l. Ensure subordinate commands have a current MMSP.

m. Develop procedures to collect and consolidate activation/mobilization reports from subordinate commands.

n. Review and update Manpower Availability Status (MAS) codes per reference (f).

PREACTIVATION/MOBILIZATION TASKS AND RESPONSIBILITY MATRIX														
TASKS	a	b	c	d	e	f	g	h	I	j	k	l	m	n
ECHELON III											x	x	x	
ECHELON IV					x					x	x	x	x	
NRA	x	x	x	x	x	x	x	x	x	x	x			x
PSD		x		x	x									
UNIT CO	x					x	x	x						x

FIGURE 5-1

4. Activation Space and Responsibility Allocation. Planning for activation of units or individuals must be done well in advance of the actual event. Each command must make a determination of what physical spaces will be allocated for each part of the activation process and who will be responsible for the tasks performed. The following activation space and responsibility allocations should be considered:

- a. Initial notification
- b. Orders and forms printed
- c. Check-in/bag storage
- d. Special Cases Board
- e. Personnel/PERSUPPDET screening
- f. Medical screening
- g. Dental screening
- h. Legal screening
- i. Security clearance review

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- j. Supply requirements
- k. Family Support screening
- l. Employer Support review
- m. Orientation briefing
- n. Final review/Check-out

5. Personal Activation Folder. Members of the Naval Reserve are required to be ready for recall to active duty within 24 hours notice. There are many steps Reservists can take to keep themselves ready for recall. Reference (g) outlines many of these steps and is available through the NRA Ombudsman. SELRES are required to prepare and maintain an activation packet kept in their possession or on file at the NRA. This file will be kept current and be verified at least annually. This folder will be labeled "FOR OFFICIAL USE ONLY - PRIVACY ACT PROTECTED" to provide security for Privacy Act protected information. Reference (h) authorizes the NRAs to request the following activation file contents:

- a. Voided personal check or deposit slip showing bank address and telephone number, bank routing number, and member's account number for mandatory allotment/enrollment in Direct Deposit System (DDS).
- b. Copy of current mortgage (with principal/interest/tax breakdown) or rental agreement and documentation of 1 month s average utilities to substantiate entitlement to Basic Allowance for Housing (BAH).
- c. Copy of most recent eyeglass prescription.
- d. Copy of the prescription(s) (or other documentation) of approved legal medications taken at the direction of a physician or dentist.
- e. If a Medical Corps, Dental Corps, Medical Service Corps (Clinical), or Nurse Corps officer, certified copies or proof of the following is required:
 - (1) Current license/certificate
 - (2) Current demographic information (if a medical department officer)
 - (3) Internship
 - (4) Residency
 - (5) Board certification in specialty or board certification qualifications
- f. Documentation to support changes to personal status not currently reflected in service record affecting active duty gain processing at PERSUPPDET, i.e.,
 - (1) Certification of Discharge/Separation (DD-214) of all former periods of active duty.
 - (2) Birth, adoption, or guardianship certificates of family members.
 - (3) Copies of all current child support agreements.

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- (4) Social security numbers for self and family members.
 - (5) Certified copy of marriage certificate of present marriage.
 - (6) Certified copies of documentation terminating any previous marriage (i.e., divorce, annulment decree, or spouse's death certificate).
 - (7) Certificate from Registrar of full-time enrollment for self and college age family members.
 - (8) Signed statement from licensed physician or medical officer for family members (parent/children over 21 years of age) who are incapacitated.
 - (9) Documents to support enrollment of Exceptional Family Member.
 - g. Documents to update security clearance, (i.e., names, places and dates of birth for Reservist and spouse, Reservist's and spouse's parents, list of previous residences, names and addresses of personal and professional references for past 10 years or since graduation from high school/college, and dates of previous education).
 - h. Copy of will or location of original (family members should know the location of original).
 - i. Copies of Power(s) of Attorney for finances (i.e., tax filing, child care, storage of household goods, etc.).
 - j. Copy of updated Family Care Plans (if required).
 - k. Name, address, and phone number of employer.
6. Mobilization Training. Echelon III and IV commands will monitor subordinate commands/units to ensure mobilization training and exercises have been incorporated into their consolidated training program.
- a. A minimum of 1 hour of instruction on general mobilization topics will be conducted annually. Minimum training will include an overview of the mobilization process, activation/mobilization procedures, deactivation/demobilization procedures, telephone recall, and MOBEX requirements.
 - b. A minimum of 1 hour of instruction annually will be conducted on personal mobilization preparedness. Preparing the activation packet will be reviewed along with the following topics:
 - (1) Requirement for mandatory DDS enrollment
 - (2) Legal support, including need for will and power(s) of attorney
 - (3) Requirements for personal travel money for out-of-pocket expenses and use of the Government Travel Charge Card (GTCC).
 - (4) Provisions of the Soldiers and Sailors Civil Relief Act
 - (5) Availability of local Ombudsman, Family Support Centers, and Family Support Transition Manager
 - (6) NRA's role as focal point for all family member's pay inquiries and support for recalled members

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(7) Explanation of Delay and Exemption Criteria, SCBs, and why it will generally NOT apply to SELRES

(8) Uniformed Services Employment and Reemployment Rights Act
(USERRA)

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SECTION 6NRA ACTIVATION PROCEDURES

Ref: (a) Title 10, U.S. Code
(b) OPNAVINST 3060.7A
(c) COMNAVRESFOR P4000.1
(d) OPNAVINST 1740.4A
(e) MILPERSMAN
(f) COMNAVRESFORINST 3060.7

1. Purpose. The purpose of this section is to provide information and guidance to NRAs for the activation of Reserve personnel. The procedures provide a flexible and rapid response capability for the full spectrum of personnel activation requirements. They are applicable to PSRC, selective mobilization, partial mobilization, full mobilization, and total mobilization scenarios.

2. Activation Employment Information

a. Background. The Reserve Component of the Navy is authorized and established per reference (a). All Naval personnel are classified by status as either active or inactive duty personnel.

(1) Active duty are those personnel (Regular and Reserve) on active duty at the time of activation/mobilization, including personnel performing Active Duty for Special Work (ADSW) of 180 days or more. Personnel performing ADSW of 179 days or less, and those inactive duty personnel performing Annual Training (AT) or Active Duty for Training (ADT) are not considered to be on active duty.

(2) Inactive duty personnel are either SELRES, IRR, Standby Reserve, Fleet Reserve, or Retired.

(3) Units, as defined for unit activation/mobilization, are unique Active Unit Identification Code (AUIC)/Reserve Unit Identification Code (RUIC) combinations and may be mobilized as such. In-Assignment Processing (IAP) and Cross-Assigned Out (CAO) personnel will not mobilize with the training unit with whom they drill.

b. Scope. The Naval Reserve provides forces to expand the Navy beyond its active force capability. The degree of expansion required will depend on the nature of the crisis or emergency. It could range from a selective activation/mobilization of a few individuals to total activation/mobilization. The activation/mobilization of resources to expand the Navy to its total force capability is a highly complex process requiring careful planning and detailed coordination.

3. Activation/Mobilization Implementation

a. Background. The selection of units or individuals mobilized will depend upon the reason for activation/mobilization, domestic and global situations, and OPLAN requirements for the scenario or contingency.

b. Activation/Mobilization procedures. The procedures used to bring SELRES on active duty and initiate pay records are essentially the same regardless of the scenario. The number of personnel and the time frame in

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which they will be processed may vary greatly due to circumstances . Flexibility in planning is imperative to ensure adequate response to this wide range of scenarios.

4. Activation Procedures and Tasks. When directed by CNO to mobilize Naval Reserve forces, the following commands will perform the actions indicated:

a. NAVPERSCOM (Pers-92)

(1) Issue personnel delay and exemption criteria and order writing policy guidance to COMNAVRESFOR.

(2) Initiate preparing NMPS to conduct mobilization processing.

b. COMNAVRESFOR

(1) Use the Reserve Headquarters Support (RHS)/RTSS system to identify and track units/individuals selected for activation/mobilization.

(2) Issue a mobilization implementation order to NRAs that identifies units/individuals to be activated. This implementation order is transmitted via AUTODIN message with a copy included in the RTSS/RSTARS mail system for download to the NRA. The implementation order indicates where and how the NRA will retrieve detailed activation information for units/individuals . The implementation order will also list all references needed to properly invoke the mobilization.

(3) Provide NRAs with an order template and instructions for writing mobilization orders.

(4) Monitor the recall and activation process and make reports as directed to higher authority.

c. NRA

(1) Upon receipt of an mobilization implementation order, a file download from the RHS computer system (now transmission) via RSTARS is required. Information on who, what, and where to send the units/individuals will be contained in the RSTARS Mobilization Module under the reports option.

(2) Review activation/mobilization procedures in reference (b), this instruction, and all subsidiary MMSPs. Review all mobilization policy, guidance, and procedures messages issued in support of the specific mobilization.

(3) Conduct initial notification of identified units/individuals. Provide Reservists with the preliminary notification information from the NRA Activation Checklist contained in appendix I of reference (b) . Track and report recall/activation status as directed by higher authority.

(4) Conduct a review of all service, medical, and dental records. Take immediate action to correct deficiencies.

(5) Prepare mobilization orders using the orderwriting template provided by COMNAVRESFOR. The orderwriting template, in word processing format, will be provided electronically (Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) bulletin board, GroupWise email, etc.).

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(6) Coordinate with supporting NAVPTO to arrange SELRES transportation from the NRA to the appropriate NMPS.

(7) Complete the NRA Activation Checklist contained in appendix I of reference (b) for each Reservist. The NRA must correct all activation deficiencies within its capability before transferring the Reservist to the NMPS. Items that cannot be completed by the NRA will be annotated on the checklist that will be completed at the NMPS. The NRA will retain the original checklist and provide the Reservist with a copy for themselves and a copy to provide the NMPS representative. NRA COs may utilize SELRES COs and personnel to assist in receiving, orientation, and other processing functions.

(8) Provide Reservists with an orientation briefing to include the following:

(a) Reason for the mobilization, who authorized the mobilization, who is being mobilized, anticipated duration of the mobilization, and an explanation of the processing steps.

(b) Requirement for DDS enrollment.

(c) Legal brief, preferably by a Judge Advocate General officer, providing information regarding rights under the Soldiers and Sailors Civil Relief Act and the Uniformed Services Employment and Reemployment Rights Act (USERRA), the need for wills and powers of attorney, Uniform Code of Military Justice and availability of legal services.

(d) Requirements for personal travel money for out-of-pocket expenses and use of the GTCC.

(e) Family support brief by the local ombudsman providing information regarding Family Support Centers, Family Support Transition Managers, and other resources available for family assistance. This will include Financial Management Assistance information and referral, identification cards and. Defense Eligibility Enrollment Reporting System (DEERS) enrollment, medical care, social services, relocation assistance programs, employment assistance programs, family advocacy, ombudsman and support groups.

(f) NRA's role as focal point for all family member pay inquiries and family support for recalled members.

(g) Explanation of delay and exemption criteria, SCB, and process for those requesting delay or exemption.

(9) Verification of Enlisted Obligated Service. Personnel with 180 days or less of obligated service remaining on the date of activation and who refuse to extend their obligated service, will be referred to the SCB for exemption processing. Detailed guidance will be issued by NAVPERSCOM.

(10) Designate a SCB to conduct delay and exemption board screening. See appendix B of this instruction.

(11) Prepare a hardcopy of the RSTARS printout validating pay entry base date, grade, date of rank/rate, and active duty gain date, signed by the NRA CO.

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(12) Conduct a seabag inspection during the activation process. Supplement missing uniform requirements with any item that can be provided at the NRA. Provide the Reservist with a clothing requisition to be filled at the first opportunity. Emergency issues can be requested from the Utility Clothing Warehouse per reference (c).

(13) Annotate drill muster records (NAVPERS 1570/12) indicating recall duration and file copy of recall orders in personnel drill folder.

(14) Complete and file a current/certified copy of Department of the Navy Dependent Care Certificate, OPNAV 1740/1, per references (d) and (e) .

(15) Coordinate any predeployment training.

(16) Ensure Reservist has ID tags (dog tags). If unable to provide tags at the NRA, annotate the Activation Checklist for issue at the NMPS.

(17) Enter RSTARS/NSIPS IMS codes per reference (f).

(18) Establish a personal recall file on all activated Reservists to include a copy of their mobilization orders, activation checklist, transportation arrangements, SCB results, and any other information pertaining to the activation.

(19) Submit RSTARS entries and activation reports as required by COMNAVRESFOR.

(20) Notify the NMPS of personnel transfer, using the message format below:

```
O DDMMHHZMONYY
FM (NAVAL RESERVE ACTIVITY)// (LOCATION)//
TO NMPS SITE//(LOCATION)//
NMPS PERSUPP DET//(LOCATION)//
INFO COMNAVPERSCOM MILLINGTON TN//PERS-922//
COMNAVRESFOR NEW ORLEANS LA//N1/N3//
NAVRESPERSSEN NEW ORLEANS LA//N42//
BT
UNCLAS//N03060//FOUO//
OPER/(NAME)//
MSGID/GENADMIN/(ORIGINATOR) /(MESSAGE NO./MONTH)//
SUBJ/TRANSFER OF NAVAL RESERVISTS RECALLED ISO OPERATION
(OPTION NAME)//
REF/A/RMG/cNo N ONE WASHINGTON DC (POLICY GUIDANCE FOR SPECIFIED
OPERATION)/FOUO/DTG//
RMKS/1. THE FOL PERSONNEL WERE TRANSFERRED TO YOUR ACTIVITY FOR
MOBILIZATION PROCESSING IAW REF A.
SSN      RATE/NAME      DETACH DATE      TIME      EDA
2. REQ ADVMSG ALL ADDEES IF SVCMBR FAILS TO REPORT. ENSURE FAIL
TO REPORT ENTRY SUBMITTED TO EPMAC.
3. POC IS: DSN/COMMERCIAL//
```

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SECTION 7NMPS MOBILIZATION AND DEMOBILIZATION

Ref: (a) OPNAVINST 3060.7A

1. Introduction. As a result of lessons learned during Operation Desert Storm, it was apparent that the Navy must gain better command and control over mobilization/demobilization of Reserve personnel. As such, the CNO directed the establishment of centralized NMPSs. Fourteen primary sites were selected. Each site is a Naval activity with the infrastructure necessary to mobilize and demobilize all categories of the Reserve Component.

2. Overview. Of the fourteen NMPS locations chosen (see figure 7-1 of this section), five are special purpose sites. Gulfport and Port Hueneme process Seabees and Reservists mobilized for Seabee support. U.S. Marine Corps (USMC) Stations of Initial Assignment (SIAs) at Camp LeJeune and Camp Pendleton process all Navy personnel assigned to USMC or USMC support units. The fifth special purpose site is Washington D.C. for Reservists who are augmenting metropolitan Washington gaining commands. The NMPS provides service record, pay, medical, equipment, uniform, and other support services required to ensure proper processing, screening, and outfitting of Reservists before deploying to their gaining command. At demobilization, Reservists will process through the same NMPS as mobilized. Squadrons will mobilize at the NAS and/or NAVAIRES to which attached.

3. Responsibilities

a. Deputy Chief of Naval Operations (DCNO) (N1). Responsible for overall management of the mobilization/demobilization processes.

b. COMNAVRESFOR . Responsible for peacetime training and administration of assigned personnel, implements activating/deactivating procedures at field activities, issues mobilization orders, and determines geographic assignment of NRAs. COMNAVRESFOR also determines which NMPS to send Reservists for mobilization.

c. NMPS LACMOB. Responsible for the mobilizing/demobilizing processing of Reservists from a defined geographic area, designated NRA, and coordinates actions of shore commands at the NMPS to meet the needs of the recall/mobilization. The LACMOB's period of responsibility starts when the recalled Reservist transfers from the NRA to the NMPS for mobilization processing. It ends upon deployment at designated POE for OUTCONUS deploying personnel, or until the Reservist arrives at the CONUS gaining command. LACMOB responsibility during demobilization processing starts when the returning Reservist arrives at the NMPS and ends when the member reports to the assigned NRA for deactivation processing. Additional duties and responsibilities can be found in section IV of reference (a).

d. SRA (Senior Resource Advisor). Provides assistance to the LACMOB as a Subject Matter Expert (SME). The SRA will provide the LACMOB with advice and assistance regarding Reserve field activities and information on the activation status of SELRES within the LACMOB's Area of Responsibility (AOR). The SRA will coordinate with COMNAVRESFOR staff on all issues involving SELRES mobilization. Specific duties and responsibilities can be found in reference (a). Figure 7-2 of this section provides a listing of NMPS locations, cognizant LACMOBs, SRAs, and supporting PERSUPPDET.

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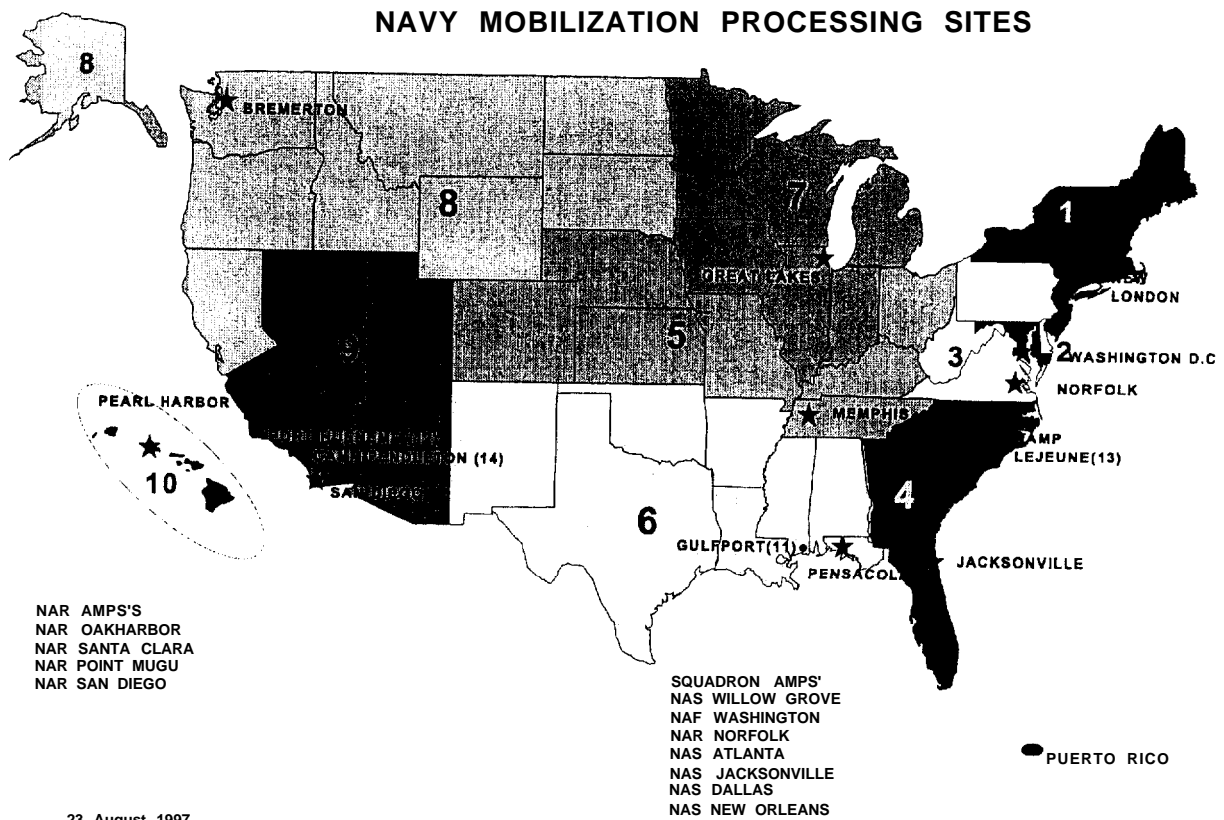


FIGURE 7-1

AREA 1- NEW LONDON	AREA 8- BREMERTON
AREA 2- WASHINGTON D.C.	AREA 9- SAN DIEGO
AREA 3- NORFOLK	AREA 10- PEARL HARBOR
AREA 4- JACKSONVILLE	AREA 11- GULFPORT
AREA 5- MEMPHIS	AREA 12- PORT HUENEME
AREA 6- PENSACOLA	AREA 13- CAMP LEJEUNE
AREA 7- GREAT LAKES	AREA 14- CAMP PENDLETON

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NMPS LOCATIONS WITH LACMOB, SRA, AND SUPPORTING PSD

LOCATION	LACMOB	UIC	SRA	PSD	UIC
New London, CT	COMSUBGRU TWO	55429	NAVRESREDCOMREG 1	New London	43339
Washington, DC	COMNAVDIST WASHINGTON	00171	NAVRESREDCOMREG 6	Anacostia	42557
Norfolk, VA	COMNAVBASE NORFOLK	61463	NAVAIRES NORFOLK	NAS Norfolk	42574
Camp Lejuene, NC	MCB CAMP LEJUENE	67001	NAVRESREDCOMREG 6	Camp Lejuene	43354
Jacksonville, FL	COMNAVBASE JACKSONVILLE	09697	NAVRESREDCOMREG 8	Jacksonville	43043
Pensacola, FL	NAS PENSACOLA	00204	NAVRESCEN PENSACOLA	Pensacola	43081
Gulfport, MS	CBC GULFPORT	62604	NSA NEW ORLEANS	Gulfport	43084
Memphis, TN	NAS MEMPHIS	00639	NAVRESREDCOMREG 9	Memphis	43322
Great Lakes, IL	NTC GREAT LAKES	00210	NAVRESREDCOMREG 13	NTC Great Lakes	43106
Bangor, WA	COMNAVBASE SEATTLE	68742	NAVRESREDCOMREG 22	Bangor	43150
Port Hueneme, CA	CBC PORT HUENEME	62583	NAVRESREDCOMREG 19	Port Hueneme	43146
Camp Pendleton, CA	MCB CAMP PENDLETON	00681	NAVRESREDCOMREG 19	Camp Pendleton	43118
San Diego, CA	COMNAVBASE SAN DIEGO	00242	NAVRESREDCOMREG 19	NAVSTA San Diego	68556
Pearl Harbor, HI	COMNAVBASE PEARL HARBOR	61449	NAVRESREDCOMREG 19	Pearl Harbor	43104

FIGURE 7-2

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SECTION 8NRA DEACTIVATION PROCEDURES

Ref: (a) OPNAVINST 3060.7A

1. General. Once demobilized at the NMPS, previously drilling Reservists will report to their parent NRA for deactivation processing. The NRA will complete the NRA deactivation checklist found in appendix L of reference (a), reestablish the Reservist's drill status, enter the appropriate IMS code into RSTARS, and initiate billet assignment (if the billet the Reservist was assigned to was deleted during the period of mobilization). A successful demobilization/deactivation process is largely dependent upon the mobilization process, in that, the correct personnel and pay system entries were made, control of service records were kept, and members transport through the same NMPS where mobilized.

2. Deactivation Planning. Commands will develop plans and procedures for deactivation of Reserve units and individuals ordered to active duty as a response to crisis or war. The deactivation process must include provisions to establish a transition program for assisting SELRES and their families per Appendix H of this instruction.

3. Planning Guidance

a. Deactivation Schedules. When the requirement for mobilized Reservists is no longer needed, demobilization/deactivation schedules will be published by CNO. These schedules will be time-phased and includes information on the restructuring of SELRES units. If the mobilization was relatively small, as in the case of Haiti and Bosnia, units or individuals may be released from active duty by the gaining command whenever the command has determined that the mission is complete.

b. Factors Influencing Draw Down. Demobilization/deactivation may encompass a significantly longer period than mobilization. Factors influencing the slower draw down include:

(1) Global commitments which require forces outside the AOR.

(2) Time required for reconstitution of active component forces and equipment to fulfill the strategic worldwide military obligations of the United States.

(3) Requirement for contingency forces to maintain an acceptable level of readiness.

4. Demobilization/Deactivation Assumptions. The following steps provide expanded explanations of the demobilization/deactivation process:

a. Release Notification. The gaining command will notify the cognizant CINC/NAVPERSCOM when the unit/individual's mission is completed. The CINC then determines whether the unit/individual's skills are required to complete any other mission within the AOR. If not, the gaining command notifies NAVPERSCOM (Pers-922), the command's Navy Pay/Personnel Administrative Support System (PASS) activity, required intermediate station commands, and the applicable NMPS of the impending release. Ultimate responsibility for the

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member's welfare during the transfer back to the NMPS for out-processing rests with the gaining command and the cognizant CINC.

b. Separation Activity Demobilization/Deactivation Process. The NMPS will provide the appropriate NRAs with a status update of members being processed from active duty and those on medical or legal hold.

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APPENDIX AMOBILIZATION EXERCISES (MOBEXs)

Ref: (a) COMNAVRESFORINST 3060,7
(b) COMNAVRESFORINST 3060.6

1. Activation/Mobilization Orientation. The purpose of a MOBEX is to ensure that personnel responsible for processing SELRES to active duty are fully capable of the task. Procedures established in the command's MMSP are used and evaluated. Additionally, these events ensure that SELRES are prepared for mobilization and are aware of their responsibilities and the activation process.

2. Activation MOBEXs. MOBEXs can have different levels of participation. An activation/mobilization exercise may only exercise a unit's recall bill by telephone contact of all unit members, with no physical movement, reporting, or processing. However, a MOBEX may involve higher levels of participation and include locally assigned personnel physically reporting to a designated location.

3. Annual Activation/Mobilization Exercise Training

a. All echelon IV commands will schedule, conduct, and monitor a MOBEX annually. This exercise is conducted by echelon IV and V commands using representative units/individuals to ensure active duty and Reserve personnel are indoctrinated and trained in activation/mobilization duties. This should not be interpreted to mean that all SELRES units at each echelon V command must take part in the exercise. It should include a large enough representative sample to ensure that all concerned receive effective training and that activation/mobilization procedures are properly tested.

b. A MOBEX can be initiated by COMNAVRESFOR, or by higher authority as part of a Force exercise. In either case, manning requirements will be identified by the exercise initiator and passed down to echelon IV and V commands via RTSS/RSTARS/NSIPS. Echelon III, IV, and V commands will be alerted to the exercise by telephone instructing them to monitor the RTSS/RSTARS for which SELRES to mobilize. The telephone call will be confirmed by message.

(1) SELRES personnel will participate in a MOBEX only during regularly scheduled drill weekends unless otherwise specifically directed by COMNAVRESFOR.

(2) All activities which could be expected to support an actual mobilization (including medical support commands, PERSUPPDETs, NMPS, NAVPTOs, CNO (N312 and N951M), and gaining commands) may participate in the MOBEX.

(3) An exercise will be initiated by telephone, RTSS/RSTARS electronic mail message, or naval message using the following formats:

(a) Telephone format. "This is an MMSP Exercise. Follow COMNAVRESF OR MMSP (COMNAVRESFORINST 3060.5A). Conduct exercise and submit required reports."

(b) Message format: (Send priority)

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FM COMNAVRESFOR NEW ORLEANS LA//N32//
 TO NAVRESFOR//
 UNCLAS//N03060//
 SUBJ/(EXERCISE NAME)//
 EXER/(EXERCISE NAME)//
 MSGID/GENADMIN/COMNAVRESFOR/ (MESSAGE NO.)/MONTH//
 REF/A/DOC/COMNAVRESFOR/APR99//
 AMPN/COMNAVRESFORINST 3060.5A/COMNAVRESFOR MMSP//
 RMKS/1. CONDUCT EXERCISE IAW REF A.
 2. SUBMIT REQUIRED REPORTS.//

(4) Notification of the commencement of an exercise will be accomplished by COMNAVRESFOR approximately 24 hours before the time the exercise is to be conducted. The exercise will be conducted on the first drill day of the weekend immediately following notification. The telephone recall portion of the exercise will be completed before the drill.

(5) Echelon IV command addressees will acknowledge receipt of the notification before the exercise starts. This can be done by designating participating Reserve units in the RTSS/RSTARS or (ROUTINE) Naval message to COMNAVRESFOR in the following format:

FM (NAVAL RESERVE ECHELON IV COMMAND)//(OFFICE CODE)//
 TO COMNAVRESFOR NEW ORLEANS LA//N32//
 INFO COMNAVSURFRESFOR NEW ORLEANS LA//N00//
 COMNAVRESFOR NEW ORLEANS LA//N00//
 UNCLAS//N03060//
 SUBJ/(EXERCISE NAME)//
 EXER/(EXERCISE NAME)//
 MSGID/GENADMIN/(ECHELON IV)/(MESSAGE NO.)/(MONTH)//
 REF/A/RMG/COMNAVRESFOR/ (DTG)//
 AMPN/DIRECTION TO CONDUCT EXERCISE//
 RMKS/1. THE FOLLOWING IS SUBMITTED PER REF A:

SELECTED RESERVE UNIT	LOCATION (NAS, NAVRESCEN, ETC.)
(A)	(B) //

d. At a minimum, the following functions will be performed or completed, using locally prepared mobilization processing flow charts and procedures embodied in the supporting NRA's MMSP:

(1) Exercise your telephone recall bill of all units/personnel. If only designated individuals from a unit are being mobilized, only those members need to be contacted.

(2) Conduct mobilization orientation and training for all personnel participating in the MOBEX. If circumstances permit, immediate family members should participate in this portion of the exercise. At a minimum, training will include:

(a) Requirement for DDS enrollment.

(b) Legal brief, preferably by a Judge Advocate General officer, providing information regarding rights under the Soldiers and Sailors Civil Relief Act and the USERRA, the need for wills and powers of attorney, Uniform Code of Military Justice (UCMJ) and availability of legal services.

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(c) Requirements for personal travel money for out-of-pocket expenses and the use of the GTCC.

(d) Family support brief, by the local ombudsman, providing information regarding Family Support Centers, Family Support Transition Managers, and other resources available for family assistance. This will include Financial Management Assistance information and referral, ID cards and DEERS enrollment, medical care, social services, relocation assistance programs, employment assistance programs, family advocacy, ombudsman and support groups.

(e) NRAs act as focal point for all inquiries by family members of recalled Reservists.

(f) Explanation of Delay and Exemption Criteria, SCBs, and why it will generally NOT apply to SELRES.

(3) Test RSTARS/NSIPS (echelon V)/RTSS (echelon IV) activation/mobilization module procedures to download notification data and produce various activation/mobilization reports per reference (a).

(4) Complete locally prepared group/individual orders for all drilling members designated to be processed, leaving reporting dates and unit locations blank. Clearly mark all completed forms "For Official Use Only" and "Not Valid".

(5) Review and update all MAS codes per reference (b).

(6) Simulate entry of IMS codes into RSTARS per reference (b).

(7) The mobilization processing team will complete all forms except:

(a) Government transportation requests

(b) Active duty Armed Forces ID cards

(c) Uniformed Services Meal Tickets

(8) Review service and health records for personnel participating in the exercise.

(9) Designate a Special Cases Board. Survey MOBEX participants regarding requests for exemptions and delays and reasons for submission. Conduct at least one board using a simulated set of circumstances.

(10) Verify individual Reservist's activation folders.

(11) Transportation of personnel is not authorized unless specifically directed. For exercise purposes, develop INCONUS commercial transportation requirements indicating number of personnel by site (city, state) using the following destination planning guidelines. Actual gaining commands and POEs may differ depending on the requirements. The following information is for planning purposes only:

(a) Ship augment units move from the NRA to the NMPS to the homeport of the ship unless the Fleet CINC directs movement of the unit to a specific POE for further transfer to a deployed ship.

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(b) Air augment units move to the air station to which the gaining command unit is normally assigned.

(c) CONUS based units move to the CONUS site of the gaining command via the designated NMPS.

(d) Seabee personnel move from the NRA to the two NMPSs supporting Seabee mobilization (Gulfport, Mississippi or Port Hueneme, California).

(e) Military Sealift Command (MSC) units will be sent to the NMPS first, and then sent to POEs for consolidation with other Air Mobility Command (AMC) personnel transportation movements.

(f) All other units including Reserve Force Squadrons (RESFORONS) and Advanced Base Functional Components (ABFCs) will be advised of CONUS supported NMPS and final POE/Point of Debarkation (POD).

(12) Determine the time required to fully process the sample officer and enlisted personnel groups in each unit to active duty. These times may need to be adjusted to more closely reflect actual processing time since extended briefings/orientation may be given in an exercise drill. Estimate the time required to fully activate all of the personnel in each unit.

(13) Personnel assigned to a unit in IAP or CAO status for training purposes will be included in the exercise.

(14) Personnel assigned to the unit in a CAI training category are included in the unit statistical processing for the exercise report.

(15) Perform other actions, as necessary, to develop information and data required to complete the required post exercise report.

(16) Keep in mind that all units/individuals are required to go through an NMPS site. Simulate coordination with the NMPS and arranging transportation via the local NAVPTO. The NRA is responsible for activating the Reservists and validating the administrative/medical status of each Reservist. Do not send an unqualified Reservist to the NMPS.

4. Post MOBEX Report. This report is required after each MOBEX and is divided into two sections:

a. Tab A of this appendix is completed by the COs of participating Reserve units/detachments (including RESFORONS) immediately after completing the MOBEX. Unit COs will submit this section of the report to the appropriate supporting NRA. The supporting NRA will assist Reserve unit COs in completing this portion of the MOBEX report (COMNAVRESFOR 3062-9) .

b. Tab B of this appendix will be completed by the supporting NRA. Individuals processed, not reported by their units, will be included. Forward NRA report, with unit reports, to the echelon IV command (COMNAVRESFOR 3062-10).

5. Assist Item. Post-MOBEX reports will be an administrative assist visit item for echelon IV commands. Echelon IV commands will report MOBEX results by letter to COMNAVRESFOR (N32) via the appropriate echelon III command.

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TAB A TO APPENDIX ACOMNAVRESFOR POST-MOBEX UNIT REPORT

Date(s) of MOBEX:

Gaining Command/AUIC _____ Unit/RUIC _____

Supporting Naval Reserve Activity (NAVRESCEN, NAS, NAVAIRE, NAVAIRESCEN, NAF, NAVMARCORESCEN): _____

1. Personnel Assigned

a. Number assigned to unit at COMEX	<u>Officer</u>	<u>Enlisted</u>	<u>Total</u>
(1) Locally assigned and CAO	_____	_____	_____
(2) Cross-Assigned-In (CAI)	_____	_____	_____
(3) In Assignment Processing (IAP)	_____	_____	_____
(4) Total assigned	_____	_____	_____

2. Recall Telephone Notification

a. Number contacted			
(1) Locally assigned and CAO	_____	_____	_____
(2) Cross-Assigned-In (CAI)	_____	_____	_____
(3) In Assignment Processing (IAP)	_____	_____	_____
(4) Total contacted	_____	_____	_____
b. Time for telephone notification			
(1) Time telephone recall of unit commenced:	_____		
(2) Time 80 percent personnel contacted:	_____		
(3) Time elapsed: Hours _____ Minutes _____			

3. Mobilization Exercise Processing

	<u>Officer</u>	<u>Enlisted</u>	<u>Total</u>
a. Number reported in exercise/number processed: ____	____	____	____
b. Time processing started: _____ completed: _____			
c. Total processing time (leave blank if your unit not processed separately: Hours: _____ Minutes: _____)			
d. Average processing time per recallee: Hours: _____ Minutes: _____			

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4. Seabag Inspection

- a. Date of last commanding officer supervised seabag inspection: _____
- b. Number of personnel assigned to unit on date of last seabag inspection: _____
- c. Number of seabags surveyed (Required for E6 and below): _____
- d. Number possessing over 75 percent of required items: _____
- e. Number possessing 50-75 percent of required items: _____
- f. Number possessing less than 50 percent of required items: _____

5. Comments. Comment on the following topics. Include problems, lessons learned and recommendations for improvement. Attach additional page(s) as required.

- a. Telephone notification of cross-assigned-in personnel.
- b. Monitoring of mobilization status of cross-assigned-in personnel.
- c. Special cases, delay/exemption problems.
- d. Interface of mobilization procedures between Naval Reserve Activity (NRA) and the supporting Personnel Support Activity/Personnel Support Detachment .
- e. Clarity/effectiveness of existing mobilization instructions and directives.
- f. Extent of simulation of each simulated exercise action.
- g. Overall evaluation of exercise.
- h. Other items of interest.

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TAB B TO APPENDIX ACOMNAVRESFOR POST-MOBEX NRA REPORT

(Completed by Supporting Naval Reserve Activity: NAVRESCEN, NAS, NAF, NAVAIRE, NAVMARCORESCEN, NAVAIRESCEN)

Date(s) of MOBEX: _____

Activity: _____

1. Reports. Number of attached unit reports (attach appropriate reports):

2. Unit Participation

a. Number of Selected Reserve units assigned to supporting NRA.

(1) NAVRESCEN/NAVMARCORESCEN _____

(2) NAVAIRE/NAVAIRESCEN/NAS/NAF _____

(3) RESAIRWING _____

b. Number/percentage of Selected Reserve units which participated in the MMSP MOBEX (where entire unit was recalled/activated).

(1) NAVRESCEN/NAVMARCORESCEN ____ / ____

(2) NAVAIRE/NAVAIRESCEN/NAS/NAF ____ / ____

(3) RESAIRWING (to include RESFORONS) ____ / ____

3. Consolidated Reserve Activity MMSP MOBEX Results

a. Total number of personnel assigned to units participating (totals include CAO and IAP): _____

b. Total number of personnel participating from units identified in subparagraph 3a (total includes CAO and IAP): _____

c. Total individuals participating (not part of units which were mobilized) : _____

d. Total number personnel telephone notified: _____

e. Total time from start to 80 percent notification attained: _____

f. Total personnel processed (for all units and individuals): _____

g. Total time for processing personnel: Hours _____ Minutes _____
(for all units and individuals)

h. Average processing time per participant: Hours _____ Minutes _____

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4. Full Mobilization Projections. Time to activate/recall all individuals assigned each unit: Hours _____ Minutes _____

5. Comments. Comment on problems, lessons learned, and recommendations for improvement.

a. Activation checklists.

b. Cooperation between Personnel Support Activity/Personnel Support Detachment, Naval Personnel Transportation Office, and Navy Mobilization Processing Site.

c. Clarity/effectiveness of existing mobilization instructions/directives.

d. Extent of simulating each exercise action.

e. Overall evaluation of exercise.

f. Other comments.

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APPENDIX BSCREENING, DELAY, AND EXEMPTION CRITERIA

Ref: (a) SECNAVINST 1001.10F
(b) BUPERSINST 1001.39C
(c) OPNAVINST 3060.7A
(d) OPNAVINST 6110.1E
(e) MILPERSMAN
(f) OPNAVINST 1740.4A

1. Personnel Screening. Each member of the Naval Reserve will be screened annually per references (a) and (b) to determine the member's mobilization potential. COs of Reserve units and NRAs will be responsible for the annual screening of SELRES. SELRES that do not meet the requirements will be processed under reference (a).

2. SCB. Once Reservists have been activated, COs of COMNAVRESFOR order issuing activities (echelon IV and V commands) will establish a SCB composed of a minimum of three officers. It is recommended that board membership include a chaplain, a line officer, and a JAG Corps officer when available. The function of the board is to consider documents and statements from SELRES requesting delay or exemption and make recommendations on the disposition of each individual case. The SCB role is advisory and the NRA CO retains authority to make the final decision. Appendix F of reference (c) delineates SCB procedures and delay and exemption policy and criteria.

a. NRA Responsibilities

(1) Provide SELRES an orientation brief describing the authority of the SCB, delay or exemption criteria, and the procedures for requesting a delay or exemption.

(2) Inform SELRES that from 0001 on the report date of their orders they are subject to the Uniform Code of Military Justice (UCMJ) and all pertinent administrative policy. Members requesting delay or exemption remain under the jurisdiction of the UCMJ until final determination is made on their request. While a delay/exemption request is pending, the NRA CO may authorize the member to return home on terms and conditions as deemed appropriate. If a delay or exemption is not granted, the individual will be activated and sent to the NMPS for mobilization processing.

(3) Establish a SCB per reference (c).

(4) Provide the SCB with copies of instructions and guidance pertinent to delays and exemptions. At a minimum, delay and exemption criteria issued by CNO (N1) and references (a) through (e) will be made available to the board.

(5) Coordinate delays and exemptions of SELRES activated in support of Marine or Joint Forces with appropriate commanders.

(6) Review recommendations of the SCB. Accept, decline, or forward recommendations to higher authority. The authority of the NRA CO is

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limited to a 7 day delay. Exemption authority will be granted by the implementing directive for specific cases.

(7) Prepare an Administrative Remarks (NAVPERS 1070/613) service record page entry to document the disposal of each case adjudicated and file it into the member's service record. Include statements summarizing the member's reason for requesting a delay or exemption, pertinent information and documentation in support of the request, the SCB proceedings and recommendations, and disposition.

(8) Report approved delays via message using the format provided in figure B-1 of this section. Send messages requesting delay or exemption using the format provided in figure B-2 of this section.

b. SCB Responsibilities

(1) Board members should be familiar with delay and exemption guidelines and instructions provided by the NRA.

(2) Interview individuals requesting delay or exemption and evaluate all aspects of the case.

(3) Document the facts of the interview and the board's recommendations on a NAVPERS 1070/613.

c. Individual SELRES Responsibilities

(1) Report any changes in status to the unit CO as they occur.

(2) Per reference (f), single parents and service members married to other service members must make family member care arrangements, receive counseling, and keep a completed Family Care Plan package on file with their command.

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FIGURE B-1

FORMAT FOR REPORTING APPROVED DELAY OR EXEMPTION

O DDMMHHZMONYY
 FM COMMAND (NRA, NAVRESREDCOM, COMNAVRESFOR)//
 TO COMNAVPERSCOM MILLINGTON TN//(NPC9)//
 INFO COMNAVPERSCOM//NPC91/NPC92//
 CNO OP ZERO ONE WASHINGTON DC//N312//
 CNO WASHINGTON DC//095//
 COMNAVRESFOR NEW ORLEANS LA//N01//N32//
 NAVRESREDCOM REG (If appropriate)
 (NMPS where member is expected to report)
 (GAINING ACTIVITY where member is expected to report)
 BT
 UNCLAS//N03060//FOUO//
 OPER/NAME//
 MSGID/GENADMIN//
 SUBJ/RESERVE ACTIVATION DELAY/EXEMPTION (as applicable) ICO NAME, RANK/RATE,
 SSN, DESIGNATOR (if applicable)//
 RMKS/1. SNM GRANTED 7 DAY DELAY WHICH ENDS ON (date) (or EXEMPTION) FOR THE
 FOLLOWING REASON(S): (i.e., extreme personal hardship, pregnancy, etc.).
 2. THIS ACTION WILL ALLEVIATE (or RESOLVE) MEMBER'S SITUATION BY (give
 reasons).
 3. NRA CO'S SYNOPSIS OF SITUATION: (a brief description of the situation,
 what actions have been taken and what actions are pending, include assistance
 provided to member).
 4. IMPACT OF DECISION: (Address items such as possible impact on unit
 mission/integrity and requirement for a replacement).
 BT

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FIGURE B-2

FORMAT FOR REQUESTING DELAY OR EXEMPTION

O DDMMHHZMONYY
 FM COMMAND (NRA, NAVRESREDCOM, NMPS, COMNAVRESFOR)//
 TO COMNAVRESFOR NEW ORLEANS LA//N1// OR COMNAVPERSCOM MILLINGTON TN//NPC9//
 INFO COMNAVPERSCOM//NPC91//NPC92//
 CNO OP ZERO ONE WASHINGTON DC//N312//
 CNO WASHINGTON DC//095//
 COMNAVRESFOR NEW ORLEANS LA//N32//
 NAVRESREDCOM REG (If appropriate)
 (NMPS where member is expected to report)
 (GAINING ACTIVITY where member is expected to report)
 BT
 UNCLAS//N03060//FOUO//
 OPER/NAME//
 MSGID/GENADMIN//
 SUBJ/RESERVE ACTIVATION DELAY/EXEMPTION (as applicable) REQUEST ICO NAME,
 RANK/RATE, SSN, DESIGNATOR (if applicable)//
 RMKS/1. (A description of why the delay or exemption is requested i.e.,
 extreme personal hardship or pregnancy)
 2. (A detailed description of actions taken to alleviate the situation)
 3. (A brief statement of how the delay or exemption will alleviate or
 resolve the problem)
 4. (When relevant, the name, address, age and relationship of all family
 members)
 5. (When relevant, the name, address, age and relationship of all other
 immediate family members. Include parent(s), brother(s), and sister(s)
 regardless of location)
 6. (When relevant, a synopsis of medical documentation with determination of
 permanent or temporary condition. Include attending physicians name and
 telephone number)
 7. (Location of service and medical records with point(s) of contact and
 telephone number(s))
 8. (Any other pertinent data)
 9. (Member's address and telephone number)
 10. NRA CO'S ENDORSEMENT:
 A. RECOMMENDATION : APPROVAL (or DISAPPROVAL) , (or if in the CO's opinion
 delay/exemption is not the answer, then the proper course of action)
 B. NRA CO'S SYNOPSIS: (A brief description of the situation, what actions
 have been taken and what actions are pending, include assistance provided to
 member)
 C. MEMBER'S DISCIPLINARY STATUS OR PENDING DISCIPLINARY ACTION: (Cases of
 members awaiting disciplinary action will be held in abeyance until discipli-
 nary action is resolved)
 D. MEMBERS CURRENT DUTY STATUS: (i.e., ONBOARD FOR DUTY, ONBOARD AT GAINING
 COMMAND, OR IN AN APPROVED DELAY STATUS)
 E. MISCELLANEOUS PERSONAL DATA: (Date reported aboard present command; if
 enlisted, date of enlistment and expiration of enlistment or extension, Pay
 Entry Base Date (PEBD), etc.)
 F. OBLIGATED SERVICE: (Enter End of Obligated Service (EOS); otherwise,
 none)
 G. GAINING COMMAND: (Actual deployment data will likely be classified)
 H. A BREAKDOWN OF ACTIVE DUTY EARNINGS AND WITHHOLDINGS (when relevant)

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I. OTHER PERTINENT DATA:

J. NRA POINT OF CONTACT, NAME AND TELEPHONE NUMBER (DSN/Commercial with area code)

11. CO CERTIFIES ALL INFORMATION IS ACCURATE AND FACTUAL. (Original documents will be held at the NRA and made available upon request)

BT

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APPENDIX CFACILITIES

Ref: (a) OPNAVINST S3061.1D
(b) COMNAVRESFORINST 3440.1D

1. General Naval Policy. Navy activities are composed of bases, their component and tenant activities, and other facilities required for peacetime, contingency, and general war situations. General policy for Naval bases in support of mobilization are as follows:

a. Mobilization requirements for Naval bases will be met to the maximum extent possible through existing active installations, supplemented by acquisition or reactivation of existing facilities.

b. Mobilization requirements for expansion of existing shore activities or establishment of new shore activities are identified in the Base Support Annex of reference (a).

2. Disposition of NRAs. During mobilization, closing of NRAs will be addressed by COMNAVRESFOR as required.

a. After full mobilization processing of all SELRES is complete, NRAs may be phased out and the active duty personnel reassigned.

b. In less than full mobilization, NRAs will serve as staging areas for recalled personnel.

3. Facility Security. All matters relating to the security of the command will be planned, supervised, and coordinated by the NRA CO. All hands must be constantly alert to the dangers of espionage and sabotage, particularly in times of increased world tension. Any suspicious or unusual incidents or circumstances will be promptly reported to the CO or local law enforcement.

4. Natural Disaster. In preparing for and should a natural disaster occur, the CO will:

a. Ensure the capability of the NRA to provide maximum practical protection to assigned personnel to minimize loss of life and injury from the effects of natural disaster; minimize damage to the physical plant, equipment, and material; and restore the capability of the NRA to carry out its mission.

b. Render all feasible support to local or state authorities during a natural disaster or national emergency as directed by higher authority.

c. Act as the focal point for recovery operations if the NRA is the only operational Naval activity in the disaster area. Services required could include early damage assessment of affected areas, extraction of dislocated military personnel and their families; the procurement, transport, and distribution of portable water and food, providing emergency berthing and staging for incoming military units, providing trucks and equipage, staging emergency medical teams at the NRA and dispatching them to the disaster area.

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d. Ensure memoranda of understanding are in place to identify NRA disaster recovery and relief assets. List these assets on tab A of this appendix.

5. Enemy Action. In preparing for enemy action, the NRA will ensure the capability of the command to provide maximum protection to minimize loss of life and in-jury. In addition, steps must be taken to minimize damage to the activity s physical plant, equipment, and material.

6. COMNAVRESFOR Emergency Relocation Site (ERS). If there is a civil disaster that would impact the ability of COMNAVRESFOR to mobilize Reserve forces from facilities at New Orleans, or when directed by higher authority, COMNAVRESFOR functions will transfer to the ERS, Readiness Command Nine, Millington, Tennessee. Procedures for establishment of the COMNAVRESFOR ERS and successor headquarters are issued in reference (b).

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TAB A TO APPENDIX CFACILITIES INFORMATION FOR ECHELON IV AND V COMMANDS

1. The following emergency service information pertains:

Fire:
State Police:
Local Police:
Ambulance:
FBI:
NCIS:

The area is under the 9-1-1 system for emergency notification.

2. In case of natural disaster, the following units have specialty skills or equipment that may be used or required during disaster recovery: (List all that apply, such as Naval Mobile Construction Battalion Detachments, trained equipment operators, security assets, Fleet Hospital/medical detachments with nurses, doctors, dental technicians, etc.)

3. The following equipment/supplies are available at this command for disaster preparations/recovery operations: (List all that apply, such as one station wagon, one minivan, etc.)

4. The following memoranda of understanding are in place to support disaster recovery and relief efforts: (Attach copies. If none, so state.)

5. Command Emergency Relocation Site:

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APPENDIX DSUPPLY AND LOGISTICS

Ref: (a) COMNAVRESFOR P4000.1A
(b) MILPERSMAN article 1000-070

1. Navy Supply System. The Navy Supply System is under the direction of Commander, Naval Supply Systems Command. It consists of inventory managers, Naval Inventory Control Points (NAVICPs), Naval Aviation Depots (NADEPs), Naval Shipyards (NAVSHIPYDs), and numerous other activities which carry inventories to satisfy mobilization requirements.

a. Material Definition. As used in this plan, material is defined as equipment and supplies. To ensure uniformity in MMSPs, the following terminology will be used:

(1) Equipment includes all machinery or items of a capital nature, such as vehicles, machine tools, computers, and other production equipment used in the manufacture of supplies or in the performance of services for any administrative or general plant purpose. It does not include items that are consumed in such processes.

(2) Supplies designate operating and maintenance material consumed in use. Included in this definition are general stores, clothing and small stores, provisions, fuel, lubricants and drums, printed forms, Navy Exchange stock, commissary stores stock, and repair parts.

b. COMNAVRESFOR Supply Objective. COMNAVRESFOR supply support activities provide material support for the Naval Reserve Program and Reserve mobilization. Reference (a) provides detailed guidance on supply procedures for NRAs.

c. Responsibility

(1) Inventory Managers. Cognizant inventory managers with system commands, bureaus, and offices are responsible for the determination of Navy-wide mobilization supply requirements.

(2) co. The CO of each COMNAVRESFOR activity is directly responsible for providing support for the Naval Reserve program and the initial material support of mobilized SELRES. Subsidiary MMSPs for COMNAVRESFOR field activities should include equipment and supply items required for initial mobilization. COs should use their best judgment to ensure optimal material support in all facets of mobilization planning and execution.

(3) Navy Material Managers. Navy material managers are responsible for ensuring the proper range and depth of on-hand stock. This requires maintenance of appropriate support levels consistent with projected needs and funding allocations.

2. Clothing Policy

a. General. Reference (a) details guidance for Naval Reserve clothing procedures. The following is a summary of those procedures.

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(1) Seabag Clothing (E6 and below). SELRES (E6 and below) will be provided uniforms based upon the criteria listed in reference (a). The individual is responsible for maintaining those uniforms and notifying the supply department at the NRA for replacement and supplemental uniform requirements. Upon activation, a supplemental uniform issue or cash allowance will be authorized.

(2) Seabag Clothing (E7 and above). Officers and chief petty officers will purchase and maintain uniforms appropriate to their assigned duties. The NRA supply department provides assistance by directing the member to a local Navy Exchange Uniform Shop or provide use of a telephone for the member to place a priority order with the Uniform Support Center, Chesapeake, Virginia.

b. ID Tags (Dog Tags)

(1) Policy. per reference (b), ID tags will be worn by each member on active duty during time of war or national emergency.

(2) Procedures. NRAs/PERSUPPDETs with embossing machines, or the nearest military activity processing them, will issue ID tags to Naval personnel. If the Reservist is activated to the NMPS without ID tags, the NMPS will be responsible for that issue.

c. Theater Specific Equipment. The member will, upon arrival at the gaining command, be supplied with whatever theater specific equipment deemed necessary by the gaining command to complete the mission.

3. Logistics Planning. Preactivation/mobilization logistics planning between NRAs, REDCOMs, and NMPSs is essential. Adequate logistics assistance for a smooth activation/mobilization necessitates preplanning.

4. Logistics Support Equipment and Material Required for Activation Processing

a. Office Equipment and Supplies. NRAs are responsible for providing office equipment and supplies in support of activation at their facilities. Sources and/or availability of office equipment and supplies should be included in the preactivation planning process. Supplies and forms should be stocked in sufficient quantity to initiate processing without delay. Logistics support equipment, whether part of the Naval Supply System, General Services Administration, Federal Supply Catalog schedules, or open purchase, will be procured through regular supply channels and/or Navy purchasing offices, as appropriate.

b. Berthing and Messing Facilities. NRAs are responsible for providing berthing and messing facilities in support of activation. Where military facilities for berthing and messing are not available, or are insufficient to meet total requirements, NRAs will arrange commercial facilities.

c. Transportation Responsibilities

(1) Personnel. The NAVPTO under the direction of the PERSUPPACT Transportation Officer will have overall responsibility for arranging travel for mobilized SELRES within the PERSUPPACT AOR. For NRAs not directly supported by a PERSUPPACT or PERSUPPDET, the NRA will coordinate

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transportation requirements with the nearest NAVPTO. Appendix F of this publication provides further guidance on transportation of personnel.

(2) Equipment/Material. COMNAVSURFRESFOR and COMNAVAIRESFOR are responsible for coordinating and supervising the plans for moving equipment/material for SELRES units to the mobilization site or POE. Reserve unit commanders with cargo movement requirements will ensure that cargo movement information is reviewed and updated annually.

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APPENDIX EMEDICAL AND DENTAL SUPPORT

Ref: (a) NAVMED P-117
(b) BUMED msg 051530Z DEC 96
(c) SECNAVINST 5300.30C
(d) BUMEDNOTE 6230
(e) OPNAVINST 6110.1E
(f) COMNAVRESFORINST 6110.2A
(g) OPNAVINST 3060.7A

1. Purpose. To delineate the role of medical and dental support services during mobilization and ensure all SELRES have current and accurate documentation of physical and dental readiness.

2. Medical and Dental Support Services. Medical and dental support services will be provided by the assigned NRA. NMPSs have the capability to complete certain medical requirements before mobilization and during demobilization, but NRAs must ensure all Reserve personnel under their cognizance have current and complete physical exams, including dental type II exams and required immunizations.

a. Preactivation

(1) Before activation, the Naval Reserve Force is required to ensure the medical and dental readiness of SELRES. The documentation is tracked through the use of the RSTARS computer software Medical Module. Periodic higher authority inspections of NRAs monitors the completeness and accuracy of health and dental records.

(2) Nonavailability of medical facilities does not eliminate the requirement to have complete physical examinations. NRAs will initiate a memorandum of understanding/inter-service support agreement with active Navy and other DoD facilities to accomplish periodic physical examinations when local medical support is not available. Civilian medical contract facilities may be used subject to funding availability per reference (a).

b. Postmobilization. NMPS outprocessing physical exams will be completed before detaching recalled/mobilized SELRES from active duty.

3. Physical Examinations

a. Reference (a) outlines the requirements for physical examinations for Reserve personnel.

b. SELRES personnel with a medical condition or an abnormal result in any portion of the physical examination will be referred to their civilian health care practitioner for further evaluation and documentation at no cost to the government. The physical examination and follow-up documentation of personnel with disqualifying findings will be forwarded to BUMED-25 per reference (a).

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4. Not Physically Qualified

a. Preactivation. Physical readiness is a SELRES function monitored prior to recall by the NRA Medical Department Representative (MDR). Physical examinations and resolving problems are addressed in reference (a).

b. Activation. SELRES identified for recall will be activated unless granted a delay, deferment, or exemption for the following medical conditions:

(1) Hospitalized, convalescing, or undergoing evaluation for retention. Individuals may be deferred until the condition no longer exists or until discharge. Contact COMNAVRESFOR (N1) for guidance if unable to make determination.

(2) Pregnancy after 12 weeks gestation.

(3) Personnel experiencing temporary physical disabilities (30 days or less) will not normally be granted exemption from activation and may be placed in a less demanding job until physically qualified for reassignment.

c. Demobilization

(1) For outprocessing, entry exams for recall to active duty may satisfy the criteria for a release from active duty physical exam provided the exam has been performed in the past 3 months. Medical personnel from the NMPS or NRA will review the medical history since the last exam with the service member and have the member update/sign/date an SF 93.

(2) Before release from active duty, individual service members with unresolved medical problems acquired during the period of mobilization will be referred to the medical treatment facility nearest their home for evaluation, treatment, or medical board determination.

(3) Medical officers conducting assessments will consider the environment in which the SELRES has served. Subjective and objective symptoms will be pursued as dictated by clinical judgement.

(4) Every effort will be made to have the necessary separation physical examination initiated and completed expeditiously with organic medical personnel (e.g., medical treatment facilities, fleet hospitals, hospital ships) .

(5) Metiers found not physically qualified for release from active duty will have the physical examination forwarded to BUMED (02D) before being separated for physical disability and to allow the provision of the medical care while on active duty.

5. Deoxyribonucleic Acid (DNA) Sampling. All Naval personnel are required to have DNA sampling on file at the Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR) per reference (b). SELRES may not mobilize OUTCONUS unless their DNA sample has been sent to AFRSSIR.

6. Human Immunodeficiency Virus-1 (HIV-1) Testing. HIV-1 testing requirements for mobilized personnel are in reference (c).

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a. Personnel providing healthcare or assigned to deployable units must be tested annually. If not accomplished, a specimen will be drawn upon activation and hand carried or express mailed to the closest Naval hospital capable of doing the Enzyme Linked Immune Sorbent Assay (ELISA) screening test. The member's medical record will be annotated that HIV-1 testing results are pending.

b. Personnel not having a current HIV-1 test will not be assigned OUTCONUS until negative test results are confirmed. Those personnel may be sent to the cognizant NMPS to await the results of the HIV-1 test.

7. Immunizations and Chemoprophylaxis. Immunization requirements for specific geographical areas are identified in reference (d) and in Disease Risk Assessment profiles (by country) provided by the Naval Environmental Health Center, Norfolk, Virginia. Personnel whose immunization status is not current will be immunized, to the extent possible, when in-processing at the NRA. Do not delay activation processing or transfer of the individual to the NMPS awaiting vaccines. For immunizations requiring multiple injections, the NRA will provide as many as possible during activation. Recent policy addressing anthrax and Hepatitis A Virus (HAV) vaccines will be reviewed by the NRA MDR to ensure compliance.

8. Weight Control/Physical Fitness

a. These are command, not medical issues, but they impact on the medical readiness of an individual. Physical readiness standards are in references (a), (e), and (f).

b. SELRES determined to be out of physical standards or who have failed physical readiness testing may be mobilized if they are not a risk to themselves or a detriment to supporting the mission of the gaining command.

9. Medical Evaluation Procedures for Activation/Mobilization

a. Medical Records will be periodically reviewed before activation/mobilization to identify personnel who need physicals, immunizations, or other action to complete requirements. These records will be annotated and every effort made to expediently complete deficiencies.

b. If a question exists as to the physical condition of the SELRES, or if a current SF 88 and SF 93 are not in the medical record, a complete physical examination will be conducted. For this reason, it is important that preactivation/mobilization planning include the capability to provide complete physical examinations.

c. Should conditions exist that may preclude activation/mobilization, the MDR will report the findings and recommendations for disposition to the NRA CO.

d. To be mobilized, SELRES must be considered physically and dentally qualified to reasonably perform the duties to which they may be assigned and must be free of infections or contagious diseases.

e. Certification of the individual's fitness will be accomplished by signature on the Medical and Dental Requirements Checklists (appendix I of reference (g)) by the NRA MDR. Mobilized SELRES will sign a statement certifying their current physical condition on an SF 600.

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APPENDIX FTRANSPORTATION

1. Transportation from Reservist's Home to the NRA. Transportation is an essential and critical element in the activation/mobilization process. Transportation from the Reservist's home to the activating NRA will be provided by the Reservist subject to reimbursement by the Navy. Navy commands will not plan for or request transportation for Reservists from their home to the NRA.

a. Airlifts. If activation/mobilization occurs, transport aircraft assigned to COMNAVAIRESFOR may not be available to airlift squadron, other Reserve personnel, or support materiel to the designated employment or gaining command. Personnel who regularly receive Navy airlift transportation to their drilling site must be instructed that upon activation/mobilization, they will be required to arrange their own transportation to the drilling site for processing.

b. Privately Owned Vehicles (POVs). POVs cannot remain at NRAs once the Reservist has completed processing. NRAs will not plan for storage of mobilized Reservists' vehicles.

2. Transportation from the NRA to NMPS. NRAs rely on the NAVPTO for technical expertise, transportation advice, and assistance in providing travel arrangements to the NMPS. NRAs will initiate transportation requests directly with the servicing NAVPTO.

a. Before activation/mobilization, NRA's should contact local NAVPTOs for specific amplifying instructions covering procedures for requesting transportation.

b. Upon activation/mobilization, NAVPTO arranges transportation for the movement of Naval Reserve units, parts of units, and individuals. This includes issuing prepaid commercial tickets or AMC Transportation Authorizations, as required. Transportation for cross-assigned personnel will be accomplished on an individual basis. When possible, cross-assigned personnel should join their units at CONUS gaining command sites or CONUS POEs. In extenuating circumstances, individuals may join their units at OUTCONUS gaining command sites.

c. In general, meal tickets will not be issued for personnel in a travel status from the NRA to the NMPS. Reserve personnel should carry sufficient cash to secure their own meals while en route, subject to reimbursement on a per diem basis.

d. After deactivation/mobilization, NAVPTO arranges transportation for the movement of Naval Reserve personnel released from active duty to their home.

3. Equipment/Material/Baggage

a. "STANDARD" personal baggage consists of a maximum of two pieces of checked luggage and one carry-on bag. Each piece of checked luggage must not exceed 62 linear inches and 70 pounds. The carry-on bag must not exceed 45 linear inches and be able to be stowed in carry-on baggage storage

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compartments or under the seat. Any equipment or materiel beyond these limits is considered "STANDARD PLUS" and must be requested separately on the transportation request.

b. Units which require movement of equipment/materiel in addition to normal baggage at activation/mobilization, must make arrangements with Military Traffic Management Command (MTMC)/AMC.

4. Transportation Requests. Requests for transportation of SELRES will be made by the supporting NRA directly to the servicing NAVPTO by unclassified telephone message or fax. COMNAVRESFOR has approved local reproduction of tab A, "Commissioned/Augment Unit Mobilization Transportation Request" in preparing for exercise or actual activation/mobilization.

a. All information should be typed or handwritten on the transportation request before calling NAVPTO. NAVPTO will assign a number to the request. This number should be entered in the upper right corner for reference when NAVPTO calls back with information concerning the actual travel arrangements. This information will be entered on the request when received.

b. Force Requirement Numbers (FRN) are unique alphanumeric codes identifying specific related unit movement requirements, and are specified in each TPFDD OPLAN. FRNs are unique to specific OPLANs. For Naval Reserve purposes, FRNs are synonymous with unit line numbers. Upon activation/mobilization and the identification of the specific OPLAN to be used, FRNs will be provided to echelon IV commanders through the RTSS system for those units that are assigned them. Echelon IV commanders will disseminate RTSS assigned FRNs to appropriate echelon V commands. Echelon V commands will ensure that the FRN is provided in the transportation request when initiated. Including the FRN in the transportation request provides the transportation authority necessary information for prioritizing transportation needs. Units will not be assigned an FRN unless they are specifically listed in the TPFDD OPLAN.

c. Any written documentation requested by NAVPTO may be sent at a later date. IT IS ESSENTIAL THAT TRANSPORTATION OF MOBILIZED PERSONNEL NOT BE DELAYED BECAUSE OF PAPERWORK REQUIREMENTS.

5. Ground Travel. In cases of group travel, the senior officer or petty officer in the travel group should be informed of their responsibilities as a group leader and provided with a copy of the activation/mobilization transportation request. These responsibilities include:

a. Unauthorized Persons. The group leader will ensure that no unauthorized persons are permitted to join the group for the purpose of obtaining transportation or subsistence. Should unauthorized persons be discovered after boarding the train, plane, or bus, they will be turned over to the conductor, air craft commander, or bus driver for appropriate action and disposition.

b. Custody of Funds and Transportation Requests. The group leader will be responsible for the proper handling and use of the U.S. Government Transportation Request (Standard Form 1169) and/or cash received for use in connection with travel.

c. Report of Travel. The group leader will be responsible for making a transportation report to the NRA to include:

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(1) Travel incidents or discrepancies occurring en route.

(2) All unused tickets and the actual number of individuals completing travel. Obtain a report from the carrier showing the number of members transported.

(3) Name and specific place at which any member leaves the unit movement and whether the carrier was notified.

d. If a delay in arrival at destination of more than 24 hours occurs, notify the supporting NRA and inform them of new Estimated Time of Arrival (ETA). If a subsequent delay of more than 24 hours in the revised ETA occurs, notify the supporting NRA again.

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TAB A TO APPENDIX FCOMMISSIONED/AUGMENT UNIT MOBILIZATION TRANSPORTATION REQUEST

ACTUAL TRAVEL ARRANGEMENTS RECEIVED

DEPARTURE DATE/TIME _____

FLIGHT NUMBER _____

DEPARTURE MODE OF TRAVEL _____

AIRLINE _____

ARRIVAL DATE/TIME _____

TICKET LOCATION _____

MOBILIZATION TRANSPORTATION REQUEST _____

(NO. ASSIGNED BY NAVPTO)

1. INSTALLATION CLEAR NAME _____

2. NAME OF REQUESTOR'S UNIT _____ DATE _____ HOUR _____

3. REQUESTOR'S TELEPHONE NUMBERS DSN/COMM _____

4. FORCE REQUIREMENT NUMBER (FRN), IF ASSIGNED _____
(FOR NAVPTO SAME AS ULN)5. UNIT IDENTIFICATION CODE OF UNIT TO BE MOVED _____
(RUIC/AUIC COMBINATION)

6. NUMBER OF PASSENGERS _____

7. ORIGIN (AIRPORT ONLOAD LOCATION) _____

8. DESTINATION (OFFLOAD LOCATION) _____

9. BAGGAGE: A. AVG NO. OF PIECES _____ B. AVG TOTAL WEIGHT _____

10. EXCESS BAGGAGE _____

11. DEPART (READY TO LOAD ZULU TIME/DATE) _____

12. ARRIVE (ARRIVAL TIME AT OFFLOAD LOCATION ZULU TIME/DATE) _____

13. OTHER IMPEDIMENTA:

A. ITEM	B. PIECES	C. WEIGHT	D. CUBE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTALS

B. LARGEST ITEM (LENGTH, CUBE, NUMBER OF PIECES) _____

14. WEAPONS AND AMMO _____

15. SUPPLEMENTAL TRANSPORTATION _____

16. REMARKS _____

NAVRES 3062/1 (10-92)

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APPENDIX GPUBLIC AFFAIRS

Ref: (a) SECNAVINST 5720.44A

1. General. Changes in the status of the Naval Reserve as a result of an exercise or actual activation/mobilization may attract media attention. Per reference (a), Reserve personnel will not discuss these matters with the media, but will refer all inquiries to responsible echelon IV or V personnel at the supporting NRA.

2. COMNAVRESFOR Activation/Mobilization Exercises

a. When possible, direction for answering press/public inquiries will be provided concurrently with any declaration of increased readiness.

b. Where guidance is not provided, cognizant echelon IV or V personnel will respond with the statement: "This exercise is part of an ongoing program by COMNAVRESFOR to test personnel and materiel activation/mobilization readiness of Naval Reserve units. It has not been scheduled to coincide with, nor is it a result of, any current world event." Questions beyond the scope of this statement are to be referred to COMNAVRESFOR, Public Affairs Officer (PAO) at (504) 678-1240, DSN 678-1240.

3. Actual Activation/Mobilization. Where press release information has not been received from higher authority, cognizant echelon IV or V personnel will refer all media/public inquiries to COMNAVRESFOR PAO (N01P). If COMNAVRESFOR Public Affairs personnel are not available, inquiries should be referred to the Office of the Chief of Information (CHINFO) in Washington, DC at (703) 697-5342, DSN 227-5342.

4. SELRES Guidance. NRAs responsible for activation of SELRES will provide the following information to personnel during activation processing and annually as part of the mobilization training requirement.

a. Naval Reserve personnel are prohibited from disclosing any operational details such as dates, times, specifics on movement, or other activation/mobilization activities. No comments will be made regarding hypothetical inquiries on future activities and no response will be made that conveys the impression the respondent is speaking on behalf of the Navy, DoD, or other government organization.

b. The appropriate response to inquiries made before mobilization, aimed at confirming or inquiring about mobilization, is: "I have no information for you."

c. After activation/mobilization, personnel may answer media questions of a personal, rather than operational, nature. Appropriate responses could include, but are not limited to, statements or comments regarding:

(1) The Reservist's personal impressions or general attitude about their service.

(2) Their military occupation/profession and how that job integrates into the command's mission.

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- (3) Their family's impressions about the activation/mobilization.
- (4) The challenges of mobilization for Navy families.
- (S) Other personal impressions.

5. Additional PAO Guidance. Per reference (a), COMNAVRESFOR activity PAOs must develop a plan that includes the above exercise and activation/mobilization guidance. The plan should provide activation/mobilization guidance for screening family members from the media, managing PAO volunteers, and communicating with families of mobilized SELRES.

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APPENDIX HFAMILY SUPPORT SERVICES

Ref: (a) OPNAVINST 1754.1A
(b) Mission: Readiness. A Personal and Family Guide for National Guard and Reserve Members
(c) OPNAVINST 1752.2A
(d) OPNAVINST 1900.2
(e) OPNAVINST 1750.1D
(f) OPNAVINST 1770.1
(g) COMNAVRESFORINST 1770.3C

1. General. Family support is vital to the success of any mobilization event. The family members of those mobilized must be knowledgeable of benefits and privileges entitled to them. Procedures will be incorporated into the activation/mobilization planning process to ensure that both the member and the family are well informed. References (a) through (c) provide family support program guidance. During an actual activation/mobilization, additional guidance may be provided.

2. Transition Program. Per reference (d), a transition program must be in place before a recall event. This program is initiated immediately upon mobilization to ensure that transition information is supplied to family members. Updates will be provided to family members in the most expeditious manner. This should include points of contacts and phone numbers for vital information to all agencies associated with the activation/mobilization. The following are some key points of contact:

a. Ombudsman. An Ombudsman program should already be established per reference (e). The Ombudsman assists the CO with the responsibility of morale, health, and welfare of command families. This is accomplished by providing a vital informational link between the command and families of mobilized SELRES.

b. Family Service Centers (FSCs). Most large military installations have a FSC that can address an array of family related problems that may occur upon activation/mobilization. Contact the FSC nearest your activity to determine what services are provided. Specific services include:

- (1) Transition/Relocation Assistance Program
- (2) Financial management training
- (3) Stress management
- (4) Family counseling
- (5) Establishment of support groups
- (6) Military privileges and benefits
- (7) Family education
- (8) Special needs family support

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(9) Chaplain services

(10) Family advocacy

c. Legal Services Support. Legal services such as wills, powers of attorney, credit advice, landlord advice, Soldiers and Sailors Civil Relief Act, and others can be provided. Due to the distance between some Navy families and the nearest NRA, it may not be possible to use Navy Judge Advocate General (JAG) Corps assets. Check with the nearest military activity for JAG Corps volunteers to aid in legal matters.

d. Casualty Assistance Calls Officer (CACO). Due to the probability of casualties, sufficient numbers of CACOs should be identified. Specific guidance is provided in references (f) and (g). CACO names, addresses and phone numbers will be recorded separately for NRA use and only provided to families who experience a casualty.

e. PAO. The PAO is responsible for helping shield families of mobilized SELRES from unwanted media attention.

3. Preactivation/Mobilization Responsibilities. All echelon IV and V commands that are responsible for activating Reservists are directed to:

a. Appoint a full time staff member (chief petty officer or above), to act as a Family Support Transition Manager (FSTM). This person will establish contact with appropriate service organizations at the closest military facility within the echelon IV command, the NMPS, or within the local community. The FSTM will also be responsible for maintaining a record of each organization's name, location, telephone number, and point of contact. These should include:

- (1) American Red Cross
- (2) Commissary (Grocery Store)
- (3) Dental Facility
- (4) Exchange (Retail Store)
- (5) FSC
- (6) Medical Facility
- (7) Navy and Marine Corps Relief Society
- (8) Navy Legal Services Office
- (9) Ombudsman (NRA and echelon IV)
- (10) PAO

b. Ensure preactivation training and counseling are provided for all SELRES and their families. This should include:

- (1) DEERS Enrollment
- (2) Naval Legal Services

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- (3) Commissary/Exchange Privileges
- (4) Navy Relief Society
- (5) Pay and Allowances (Source Data System)
- (6) Employer Support of the Guard and Reserve
- (7) Chaplain Services
- (8) USERRA
- (9) CACO/Death Benefits
- (10) Family Support Agencies

c. Establish an outreach program for SELRES families to include annual counseling and tours.

4. Activation Responsibilities. Upon activation of SELRES units or individuals, the echelon IV or V command will act as the focal point for all dependent pay inquiries and provide support to dependents of recalled members.

5. Deactivation Responsibilities. The deactivation process must include provisions to immediately establish a transition program to assist returning Reservists and their families. The command FSTM will interface with CNO (N1)/NPC deactivation/demobilization organization representatives as directed.

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APPENDIX ICOMMUNICATIONS

1. Purpose. The purpose of this appendix is to provide NRA's with communications requirements and planning information for an activation/mobilization event or exercise. Tab A of this appendix provides information concerning communications with COMNAVRESFOR. Echelon IV and V commands will complete tab B to this appendix.

2. Primary Methods of Communications. Primary methods of communications include:

a. RTSS/RSTARS will be the primary means of communication during an activation/mobilization event or exercise. The electronic mail facility within RTSS is fast, efficient, and provides a superior alternative to message traffic and voice. Using RTSS will ensure that all levels in the chain of command are informed of events as they occur.

b. Defense Message System (DMS) or AUTODIN message will be the primary secure method of communication during an activation/mobilization event or exercise.

c. The use of GroupWise or electronic mail may be used for unclassified information only. Information such as full names, addresses and social security numbers will be labeled "For Official Use Only - Privacy Act Protected."

3. Secondary methods of Communications. Secondary methods of communications include:

a. Secure telephones (STU-IIIs) will be the secondary method of secure communications with NRAs during an activation/mobilization event or exercise. Echelon IV and V commands will ensure they have a STU-III and the necessary cryptographic material. Additionally, echelon IV commands will ensure that they have a secure fax machine available.

b. BBS and electronic file transfers are used to disseminate activation/mobilization information between echelon IV and V commands. They are secondary methods of unsecured communications with NRAs during an event or exercise.

4. Emergency Methods of Communications. If necessary, higher authority may direct an activation/mobilization event via radio, television, and/or other available mass media communications.

5. Training. Training programs on RTSS, STU-III, secure fax equipment, BBS, and file transfer systems are essential to activation/mobilization planning.

6. Communications Planning. Echelon IV and V commands must plan primary, secondary, and emergency methods of communications for receipt and transmission of activation/mobilization information. The use of answering machines and individual voice mail messages on command phone lines must be suspended during an actual activation/mobilization event.

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TAB A to APPENDIX ICOMNAVRESFOR COMMUNICATIONS

1. Communications Equipment. Communications equipment for use by COMNAVRESFOR are listed below:

a. Telephone COMNAVRESFOR, Mobilization Operations (N32) or Mobilization Plans (N53):

Commercial: (504) 678-0631/1963 (N32) or (504) 678-5316/17 (N53)
 DSN: 678-0631/1963 (N32) or 678-5316/17 (N53)
 Fax: (504) 678-0190 (N32) (504)678-6328 (unsecure
 and secure, must coordinate) (N53)

b. ADP Equipment

<u>SYSTEM</u>	<u>FUNCTION</u>	<u>ACCESS TELEPHONE</u>
COMNAVRESFOR BBS	Communications	DSN 678-7810
RTSS	Mobilization	(call N32 for telephone number)

c. STU-III: DSN: 678-6528/5316/5317

d. Fax machine: See 1a above.

e. Duty Pager/Beeper: COMNAVRESFOR DUTY OFFICE

COMM: 504-678-5313/14
 DSN: 678-5313/14

2. The mobilization implementation order (Naval message sent by COMNAVRESFOR (N32)) will provide additional guidance on communications for each command.

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1. Communications Equipment. Communications equipment for use by _____ are listed below:

a. Telephone

Commercial:
DSN:
Fax:

b. ADP Equipment

<u>SYSTEM</u>	<u>FUNCTION</u>	<u>ACCESS TELEPHONE</u>
COMNAVRESFOR BBS	Communications	
RTSS	Mobilization	

c. STU-III: (Number/location)

d. Fax machine: Number/location (nonsecure or secure)

e. Duty Pager/Beeper:

COMM:
DSN:

2. All activation/mobilization communications will be per the COMNAVRESFOR MMSP and/or the mobilization or exercise implementation order.

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APPENDIX JTELEPHONE RECALL PROCEDURES

Ref: (a) SECNAVINST 5211.5D

1. General. Unit/individual notification of a mobilization is one of the first responses to an implementation order. Current recall bills for NRAs, SELRES units, and Naval Reserve staffs are essential to effectively execute the notification process. Active duty and civilian personnel will be included where appropriate. Use of home telephone numbers in the unit Recall Bill is permitted under provisions of reference (a).

a. Reserve unit recall bills will be prepared and updated monthly and provided to the ISIC. Recall bills are generated from the RSTARS database. Personnel assigned to different AUIC/RUIC combinations, CAO, or IAP will be separated into groups. This will preclude members being incorrectly or unnecessarily notified.

b. Recall bills for NRAs and Reserve Staffs (echelon IV and V commands) will be updated at least twice a year, in April and October, or as changes occur (i.e., new CO) and submitted to the ISIC.

2. Recall Procedures. If a mobilization directive occurs, the NRA CO determines whether the NRA staff will notify recalled SELRES directly or invoke the unit recall bill. This decision will be based on the number of personnel being recalled.

a. The unit CO, executive officer, or other appropriate senior personnel will be called by the supporting NRA. Callers will identify themselves by stating their name, rank/rate, the name of command represented, the words: "THIS IS AN EXERCISE" or "THIS IS NOT AN EXERCISE", as appropriate, and whatever unclassified instruction or message will then be cited.

b. The unit's recall coordinator must report back to the person who called them with a report of completion or deviation. The CO or other designee must call the NRA with a consolidated unit report and arrange for contact of those SELRES not reached by telephone. This will be accomplished using registered mail, hand delivery, or other means, contingent upon circumstances and time.

c. Messages must be clear, concise, and simple. If a member was unable to be contacted, it is the responsibility of the caller to contact all unit personnel whom that member was responsible for calling. An answering machine or voice mail DOES NOT constitute notification. Leave a message for the person to call you back and only when the call is returned is that person considered contacted.

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d. For augment units that support more than one active duty gaining command, the AUIC for each SELRES must be annotated on the recall bill. The recall bill must be easily executed without the necessity of contacting personnel who are assigned to a different AUIC than that being recalled.

e. CAI/CAO and IAP personnel must be clearly identified.

f. The NRA of the mobilized unit is responsible for initiating recall notification of CAI personnel by contacting the NRAs of the training units where CAI personnel drill. The NRA of the training unit is responsible for completing notification of these personnel.

g. The unit CO, or designee, is responsible for notifying IAP personnel identified for activation/mobilization.

h. Copies of the telephone recall bill will be maintained at home and at work by all Reserve personnel.

i. Units are mobilized by AUIC/RUIC combination. It is the responsibility of the unit CO to ensure all individuals being activated are notified.

3. Training Requirements. All NRAs with SELRES activation/mobilization responsibilities will direct unit recall exercises twice a year at times determined by the CO. These exercises may be in support of other events such as a COMNAVRESFOR initiated MOBEX. The results of the unit recall bill exercise will be submitted to the NRA CO in the format of tab A to appendix A of this instruction.

APPENDIX K**3 APR 2000**UNAUTHORIZED OR UNEXPLAINED ABSENCE GUIDANCE

Ref: (a) Title 10, U.S.C.S § 802 (Article 2, UCMJ)
 (b) COMNAVRESFOR P1600.2A
 (c) MILPERSMAN
 (d) OPNAVINST 3060.7A

1. Purpose. This appendix provides guidance for instances of Unauthorized or Unexplained Absence.

2. Jurisdiction. Per references (a) and (b), Selective Reservists (SELRES) called or ordered to active duty become subject to UCMJ jurisdiction as of the date they are required by their orders to report. This means 1 minute after midnight of the reporting date specified in the orders. SELRES who are "officially" notified are attached and under the jurisdiction of the command to which they are to report.

3. Procedures

a. In all cases of unauthorized absence or unexplained absence, the command to which the member is to report, will immediately report all facts and circumstances via naval message to the following commands per reference (c) :

COMNAVRESFOR NEW ORLEANS LA//N01//N32//
 GAINING COMMAND (ULTIMATE DUTY STATION)
 NMPS
 CNO WASHINGTON DC//N095M//
 COMNAVPERSCOM MILLINGTON TN//Pers-92//
 COMNAVAIRESFOR NEW ORLEANS LA//N01// OR
 COMNAFSURFRESFOR NEW ORLEANS LA//N01//
 BUMED WASHINGTON DC/07// (ON ALL HEALTH CARE PROVIDERS)//

b. The command to which the member is to report will ensure official notification. If a SELRES fails to report after the initial telephone notification, the command will deliver the orders to the member personally. If delivery of the orders to the member personally is not feasible, the member will be notified via certified mail, return receipt requested

c. After official notification, the command to which the member failed to report will notify NAVRESPERSCEM by sending a copy of the locally prepared orders per reference (d).

d. The command to which the member failed to report will investigate the reason for noncompliance and determine whether circumstances exist that would warrant cancellation or modification of the active duty orders. If the investigation reveals that the member has failed to follow the orders without justification and UCMJ jurisdiction has been established, take the following action:

(1) Officers. Follow the procedures in article 1611-010, of reference (c).

(2) Enlisted. Follow the procedures in articles 1600-010, 1600-040, 1600-060, of reference (c).

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(3) When the absentee returns to military jurisdiction, comply with the procedures in article 1611-010 of reference (c), for officers and articles 1600-020, 1600-030, 1600-050, and 1600-070 of reference (c), for enlisted.

4. Any questions concerning the above procedures or disposition of a case after termination of the unexplained or unauthorized absence should be directed to a local Staff Judge Advocate, Trial Service Office, echelon IV Staff Judge Advocate, or the Force Judge Advocate.

NOTE: The procedures outlined in MILPERSMAN article 1610-030 are not applicable to mobilization and will not be used.

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APPENDIX LLIST OF REFERENCES

1. The following is a list of the current directives and publications referenced throughout this instruction.

InstructionSubjectSECNAVINST

1001.10F	Screening the Ready Reserve
1001.35	Mobilization of the Ready Reserve
5211.5D	Department of the Navy Privacy Act (PA) Program
5300.30C	Management of Human IMMUNODEFICIENCY Virus-1 (HIV-1) Infection in the Navy and Marine Corps
5720.44A	Department of the Navy Public Affairs Policy and Regulations

OPNAVINST

1000.23B	Pay/Personnel Administrative Support System Management Manual (PASSMAN)
1001.20A	Standardized Policy and Procedures for the Active Duty for Special Work (ADSW) and One-Year Recall (OYR) Program
1740.4A	U.S. Navy Family Care Policy
1750.1D	Navy Family Ombudsman Program
1752.2A	Family Advocacy Program
1754.1A	Family Service Center Program
1770.1	Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program Coordination
1900.2	Transition Assistance Management Program
3060.7A	Navy Manpower Mobilization Guide
S3061.1E (NOTAL)	The Navy Capabilities and Mobilization Plan (NCMP)
6110.1E	Physical Readiness Program

BUPERSINST

1001.39C	Administrative Procedures for Naval Reservists on Inactive Duty
1770.3	The Navy Casualty Assistance Calls Program (CACP) Manual

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1001.5C Administrative Procedures for the Selected Reserve (SELRES) and Participating Members of the Individual Ready Reserve (IRR)

1770.3C Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program

3060.6 Manpower Mobilization Support Plan (MMSP) Procedural Guidance for the Reserve Training Support System (RTSS)

3060.7 Manpower Availability Status (MAS) Codes

3440.40.1D Emergency Management and Evacuation Plan

S3500.7G Uniform System of Alert Conditions (LERTCONS)

6110.2A Health and Physical Readiness Program

BUMEDNOTE

6230 of 20 Apr 98 Immunization Requirements and Recommendations

Publication

COMNAVRESFOR Logistic Support Handbook, COMNAVRESFOR P4000.1

Defense Joint Military System (DJMS) Procedures Training Guide (PTG)

Enlisted Transfer Manual (TRANSMAN), NAVPERS 15909F

Joint Strategic Capabilities Plan (JSCP) FY 98

Manual for Courts Martial, United States

Manual of the Judge Advocate General (JAGMAN), JAGINST 5800.7C

Manual of the Medical Department, NAVMED P-117

Mission: Readiness. A Personal and Family Guide for National Guard and Reserve Members

Naval Military Personnel Manual (MILPERSMAN), NAVPERS 15560C

Department Of Defense Financial Management Regulation (DODFMR)

Reserve Standard Training Administration and Readiness Support (RSTARS) Users Manual, RSTARS UM-01A

Source Data System Procedures Manual (SDS PROMAN), NAVSO P-3069

Status of Resources and Training System Joint Report - Navy (SORTSREPNV), NWP 1-03.3

Title 10, United States Code

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APPENDIX MMOBILIZATION TERMINOLOGY AND DEFINITIONS

Ref: (a) OPNAVINST 3060.7A

Active Duty. Full time duty in the active military service of the United States. A general term applied to all active military, regardless of status (Reserve or Regular), without regard to duration or purpose. Does not include SELRES on Annual Training (AT) or Active Duty for Training (ADT).

Activation. That portion of bringing Reservists onto active duty that is the responsibility of the NRA.

Activity. An organization or installation performing a function or mission (e.g., reception center, redistribution center, separation center, naval station, naval shipyard, specific ship, air squadron).

Active Duty for Training (ADT). A limited period of active duty with an automatic reversion to inactive duty when the specified period of training is complete.

Airlift. The carriage of personnel and/or cargo by air.

Air Mobility Command (AMC). Military transportation agency for overseas air transportation. AMC is an Air Force command and was previously known as the Military Airlift Command.

Alert Conditions (LERTCONS). A JCS system used to describe 7 LERTCONS that are divided into 2 subsystems: Defense Readiness Conditions (DEFCONS) and Emergency Conditions (EMERGCONS).

AUIC (Active Unit Identification Code). A five-character numeric code that uniquely identifies each active duty unit of the Navy.

Authorized Billet. A billet for which funding has been provided for the military manpower space and for which the quality has been authorized by CNO as a requirement to perform the billet functions.

Back-fill. The term used to describe the assignment of personnel to shore establishment billets that are vacated due to priority of fill and/or expertise of the incumbent required elsewhere. These vacated billets are normally filled by Standby Reserve, Fleet Reserve, or retired personnel.

Call-up. See Presidential SELRES Call-up Authority in this appendix.

Continental United States (CONUS). United States territory, including the adjacent states and territorial waters located within the North American continent between Canada and Mexico.

Cross-Assignment. A procedure whereby qualified individuals who do not have a local mobilization billet available can be assigned to fill vacant mobilization billets in a Reserve unit at another NRA until a locally qualified individual can be found.

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Cross-Assigned In (CAI) Individual. An individual SELRES who is assigned to a specific billet in a local unit but actually performs drills for training with a unit at a different location.

Cross-Assigned Out (CAO) Individual. An individual SELRES who performs drills for training purposes with a local unit but is assigned a specific mobilization billet in another unit at a different location.

Delay. Reservists who have been alerted for involuntary orders to active duty may be granted a delay in reporting. Delay criteria, if any, will be directed in the mobilization implementing directive.

Emergency Fleet Augmentation Plan (EFAP). When a Navy theater CINC determines that the manning of a unit(s) is insufficient for the tempo of current operations, the unit(s) may be augmented from other CINC resources or, upon obtaining authorization from CNO, from other claimants.

Exemption. A Reservist totally relieved from the requirement to report for active duty is considered exempt. Exemption criteria and authority to grant exemptions will be delineated in the mobilization implementing directive.

Extreme Community Hardship. A situation resulting from the recall of a Reservist to active duty causing a substantial hardship to the community. (Any request for a determination of such hardship will be initiated by the Reservist and must be supported by documentary evidence as deemed necessary by the Secretary of the military department concerned.)

Extreme Personal Hardship. A situation resulting from the recall of a Reservist which causes a substantially greater hardship to the Reservist's family members than should be expected or experienced by other Reservists' family members in a similar position. (Any request for determination of such hardship will be initiated by the Reservist and must be supported by documentary evidence considered necessary by the Secretary of the military department concerned. To ensure a uniform standard, the criteria for such evidence should conform generally to the current service regulations on determining cases of extreme hardship).

Federal Emergency Management Agency (FEMA). The overall coordinator for the planning and execution of mobilization and civil defense. Manages all emergency resources (state, local, and DoD) and allocation of federal funds in the event of a federal disaster. During mobilization, FEMA becomes involved in continuity of government, either on a national or regional basis by maintaining law and order, coordinating internal civil defense, and allocating resources.

Fleet Reserve. All Navy and Marine Corps enlisted personnel are assigned to the Fleet Reserve/Fleet Marine Corps Reserve when they retire with 20 years or more of active duty. After 30 total years of service, all Fleet Reserve members transfer to Retired Regular status.

FRN (Force Requirement Number). The alphanumeric code used to uniquely identify each unit in a given TPFDD OPLAN.

Full Mobilization. Expansion of the active armed forces to the existing approved force structure by mobilizing all Reserve component units, all individual reservists, retired military personnel, and the associated support

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resources to meet the requirements of war or other national emergency involving an external threat to the national security.

Gaining Command. The major command, separate operating agency, or other organization to which units/individuals are assigned upon mobilization.

Individual Mobilization Augmentee (IMA). Individual member of the SELRES not assigned to a Reserve unit. IMAs are trained and preassigned to a specific position in an active component unit or in a government agency such as FEMA. IMAs participate in training activities on a part-time basis in preparation of mobilization.

Individual Ready Reserve (IRR). IRR personnel are pretrained personnel not in a drill pay status, but with a legal, contractual obligation. The majority of IRR personnel have served recently on active duty and have some period of their Military Service Obligation (MSO) remaining. Other IRR personnel are in the program voluntarily, for hardship or in special nonpay programs that provide a variety of professional assignments and opportunities to earn retirement points and military benefits. Upon direction from CNO, IRR mobilization orders are issued by NAVRESPERSOEN directly to IRR personnel.

Inter-Service Support. Action by one military service or element thereof, to provide logistics and/or administrative support to another military service or element thereof.

Key Employee. Any civilian employee of either the government or a defense-supporting industry, who occupies a position for whom no qualified or immediate replacement exists and whose duties cannot be reassigned, or has a civilian mobilization assignment, and whose immediate recall to military active duty during an emergency would seriously impair the effective functioning and continuity of such agency or industry with regard to production and research vital to the national defense effort; or activities necessary to the maintenance of the national health, safety or interest.

Local Area Coordinator for Mobilization (LACMOB). An active duty flag officer or captain with geographic area coordination responsibilities and authorities per reference (a). Navy LACMOBs report to CNO (N1) during mobilization planning, mobilization exercises, and during actual mobilization. LACMOBs at Camp Lejeune, North Carolina and Camp Pendleton, California report to Headquarters, U.S. Marine Corps, Deputy Chief of Staff for Manpower and Reserve Affairs (HQ USMC DCS(MRA)). The LACMOB is assisted by a Senior Reserve Advisor, normally a COMNAVRESFOR echelon IV captain. When mobilization/ demobilization processing requirements exceed active duty capabilities, then a Personnel Mobilization Team (PERSMOBTEAM) augments LACMOB.

Manning Control Authority (MCA). In the enlisted distribution system, the MCA is the Naval authority who is tasked with determining the quality, quantity, and priority for assignment and initiates actions to correct manning deficiencies. The MCAs are COMNAVPERSCOM, CINCLANTFLT, CINCPACFLT, and COMNAVRESFOR.

Manpower Mobilization Support Plans (MMSPs). MMSPs provide policy and procedures for the logistic and administrative support required to activate, mobilize, demobilize and deactivate Naval Reserve units and individuals under conditions of crisis response, including major regional contingencies, lesser

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regional contingencies, or reconstitution (global war). It also serves to support recalled personnel at shore-based commands while on active duty.

Mobilization. The process by which the Armed Forces, in whole or in part, are brought to a state of readiness for war or other national emergency. This includes assembling and organizing personnel, supplies, and material for active military service.

Mobilization Time Phasing. In mobilization, various DoD terms for indicating starting times are used extensively. Examples include:

C-Day	The day deployment of forces begins
D-Day	The day hostilities commence
M-Day	Full Mobilization Day
N-Day	The day active forces are notified by JCS to prepare for deployment/employment
S-Day	Presidential SELRES Call-up Day
T-Day	Partial Mobilization Day
F-Hour	The effective time of announcement to the military departments by SECDEF of a decision to mobilize Reserve units
H-Hour	The specific hour on D-day a particular operation starts
L-Hour	The specific hour on C-day when deployment begins

National Command Authorities (NCAs). Consist of the President and SECDEF or their duly deputized alternates or successors. Signifies the constitutional authority to direct the Armed Forces in their execution of military action.

National Emergency. A condition declared by the President or Congress by virtue of powers previously vested in them, which authorize certain emergency actions to be undertaken in the national interest. Actions to be taken may include partial, full, or total mobilization of national resources.

National Security. A collective term encompassing national defense, foreign relations, and economic strength of the United States.

Naval Reserve Commissioned Units. Normally, operational units with organic equipment (i.e., aircraft squadrons, ships, construction battalions, cargo handling battalions, and Reserve command operational staffs) which function as the ISIC for the commissioned Reserve command detachments. If mobilized, these Naval Reserve commissioned units are tasked to deliver a complete operational and organized entity to the operating forces.

Naval Reserve Augment Units. Organized Naval Reserve units that augment active Navy commissioned and operational staffs and some Marine combat commands. Augment units are specifically tailored to augment designated ships, aircraft squadrons, craft, special warfare commands, and marine amphibious forces (chaplain and medical personnel). Their function is to enhance the capability of combat forces to sustain operations at the highest level of combat readiness around the clock for an indefinite period of time.

Navy Mobilization Processing Site (NMPS). Selected Naval activities with facilities and infrastructure that can support complete personnel mobilization and demobilization processing for all categories of the reserves recalled under appropriate legal authority. Fourteen sites have been selected; 5 of these are special purpose sites. They include 2 POEs for

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Seabees (Gulf port and Port Hueneme), 2 USMC Marine Stations of Initial Assignment (SIA) (Camp Lejeune and Camp Pendleton), and Washington DC for personnel augmenting metropolitan Washington commands.

Navy Total Force. The Naval Total Force consists of all active and Reserve assets afloat and ashore with its associated civilian and contractor personnel. U.S. Coast Guard and appropriate allies are considered to be within the Total Force when assigned to supplement the U.S. Navy mission.

Operation Order (OPORD). A directive issued by a commander to subordinate commanders to effect the coordinated execution of an operation.

Operation Plan (OPLAN). A plan for a single or series of connected operations to be carried out simultaneously or in succession. It is usually based on stated assumptions and is in the form of a directive employed by higher authority to permit subordinate commanders to prepare supporting plans and orders. An OPLAN may be put into effect at a prescribed time, or on signing and then becomes the OPORD. The OPLAN contains a database portion called the TPFDD.

OPNAVINST S3061.1E "The Navy Capabilities and Mobilization Plan (NCMP) (U)" (NOTAL). Provides Navy planners with overall mobilization policy and procedures as well as mission specific mobilization direction and capabilities. It identifies for planning purposes the availability of Navy combat and support forces and apportions the latter to FLTCINCs in support of the United Commanders. The NCMP is composed of a series of annexes with each focusing on a particular Naval functional or mission area.

Partial Mobilization. Expansion of the active armed forces authorized by Congress (up to full mobilization) or by the President (not more than one million Ready Reserve personnel for 24 months) to mobilize Reserve component units/individuals, retirees, and the associated support resources to meet the requirements of war or other national emergency involving an external threat to national security.

Personnel Mobilization Teams (PERSMOBTEAMS). PERSMOBTEAMS are Reserve units tasked with mobilization processing of IRR and SELRES personnel.

Port of Embarkation (POE). The geographic point (port or airport) in the routing scheme where a movement requirement will begin its strategic deployment.

Presidential SELRES call-up (PSRC) Authority. Activation, authorized by the President, of not more than 200,000 Selected Reservists and the resources needed for their support for no longer than 270 days for any operational mission without a declaration of national emergency. The President must report to Congress within 24 hours on the circumstances and the anticipated use of the recalled forces.

Pretrained Individual Manpower (PIM). Collective term referring to personnel with prior military training or experience who do not drill for pay, and who are either Individual Ready Reserve (IRR), Standby Reserve, Fleet Reserve or Retired USN/USNR personnel.

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Ready Reserve. The Ready Reserve is comprised of units or individuals that are subject to involuntary recall to active duty in time of war or national emergency. The Navy Ready Reserve consists of two Reserve component subcategories: The Selected Reserve and the IRR.

Recall. For the purposes of this MMSP, mobilization and recall are synonymous.

Reserve Components (RC). The Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and the Coast Guard Reserve. In each RC there are 3 reserve categories: A Ready Reserve, a Standby Reserve, and a Retired Reserve. Each Reservist shall be placed in one of these categories.

Reserve Unit Assignment Document (RUAD). An Automatic Data Processing (ADP) generated document which gives the pertinent information on each person assigned to an authorized billet, the billet description, those who are cross-assigned (In or Out) and those who are assigned to a unit In-Assignment-Processing (IAP).

Reserve Unit Identification Code (RUID). A five-character, numeric code which uniquely identifies each Reserve unit of the Naval Reserve. It may be the same as the AUC for those Reserve units that are part of an active command such as Naval Reserve Force (NRF) ships and Reserve Force Squadrons (RESFORONS).

Retired Augmentation Program (RAP). Retired personnel who have been pre-selected and have accepted inactive duty orders for a specific assignment. RAP personnel are periodically briefed/trained on their specific mobilization functions. RAP personnel augment PERSMOBTEAMS at mobilization.

Retired Reserve. A member of the Reserve who has been determined eligible for retirement, with or without pay, and are assigned at their request or by law to the Retired Reserve. Retired Reserves are categorized as either Reserve Retirees, Fleet Reservists, or Other Reserve Retirees. All retirees (Reserve and Regular) are categorized by the length of times after retirement and whether the retiree has a disability that would preclude mobilization. Category I retirees are those within their first 5 years of retirement, are under age 60, and are not disabled. Category II are those retired more than 5 years, under age 60, and not disabled. Category III includes all others, including disabled. Mobilized retirees will be used primarily to staff CONUS installations permitting reassignment of active duty personnel to fleet/operational billets.

Secretarial Ready Reserve Call-Up. Activation of members of the Ready Reserve by the Secretaries of the military departments, and the Secretary of Transportation (Coast Guard), for not more than 15 days each year per Title 10 U.S.C. 672(b).

Selective Mobilization. Expansion of the Armed Forces by Congress or the President to mobilize Reserve component units, individual Reservists, retirees and the associated support resources to meet the requirements of war or other national emergency involving an external threat to national security.

Selected rESERVE (SELRES). The Navy's SELRES constitutes the principal source of trained units and personnel to augment the active forces in time of

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war or national emergency. It is comprised of personnel drilling in a pay status in structured or in specific mobilization billets. SELRES personnel are managed and mobilized by COMNAVRESFOR, and insofar as possible, are mobilized with their assigned units.

selres Units. Units manned and equipped by SELRES to serve or train as commissioned or augmentation units. Commissioned units train and serve as units; augmentation units train together but lose their unit identities when mobilized.

Senior Reserve Advisory (SRA). The SRA is a designated senior active duty member representing the RC at the NMPS. This individual is normally a TAR officer serving as a Naval Regional Readiness Commander or Naval Air Reserve Commander. The SRA is a subject matter expert on Reserve matters and provides the LACMOB with advice and assistance regarding Reserve field activities, and information on the activation status of Reservists within the LACMOB's AOR.

SSspecial Cases Board (SCB). The purpose of the SCB is to identify recalled Reservists who have significant personal, legal, medical, transportation, or other problems, requiring special attentions or affecting their mobilization. A SCB will convene to review the cases of individuals who believe they have reason for a delay or an exemption under personnel policies and criteria issued by BUPERS.

Standby Reserve. The Standby Reserve consists of personnel who maintain their military affiliation without being in the Ready Reserve, who have been designated key civilian employees, or who have a temporary hardship or disability. Standby Reservists are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized only if there is a lack of qualified SELRES or IRR personnel to fill manpower needs in specific skills. Mobilization procedures for Standby Reservists will be the same as for IRR personnel. The standby Reserve consists of Standby Reserve, Active (S-1) and Inactive (S-2).

Stop Loss. Legal authority per Title 10 U.S.C. which allows for extending personnel beyond their enlistment or obligated service in time of war or national emergency.

STU-III. Secure telephone unit designed for clear and secure voice and secure data communications over 2 and 4 wire telephone lines.

Time-Phased Force Deployment Data (TPFDD). The computer-supported database portion of an operation plan that contains data and movement data for the operation plan. Information includes in-place units, prioritized arrival of units to be deployed to support the OPLAN, routing of forces to be deployed, movement data associated with deploying forces, estimates of nonunit related cargo and personnel movements to be conducted concurrently with the deployment of forces, and estimates of transportation requirements.

Total Mobilization. Expansion of the Armed Forces, authorized by Congress, to organize and/or generate additional units, personnel and associated support resources, beyond the existing force structure to meet the total requirements of war or other national emergency involving an external threat to the national security.

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Unit. An AUIC/RUIC combination. All SELRES who have been assigned a billet are connected to a particular AUIC/RUIC combination.

Unit Identification Code (UIC). A five-character alphanumeric code which uniquely identifies each active, Reserve, and National Guard unit of the Armed Forces.

Volunteer Training Unit (VTU). A unit formed by volunteers who are IRR and active status Standby Reservists attached under competent orders and participate in such units for retirement points in a nonpay status.